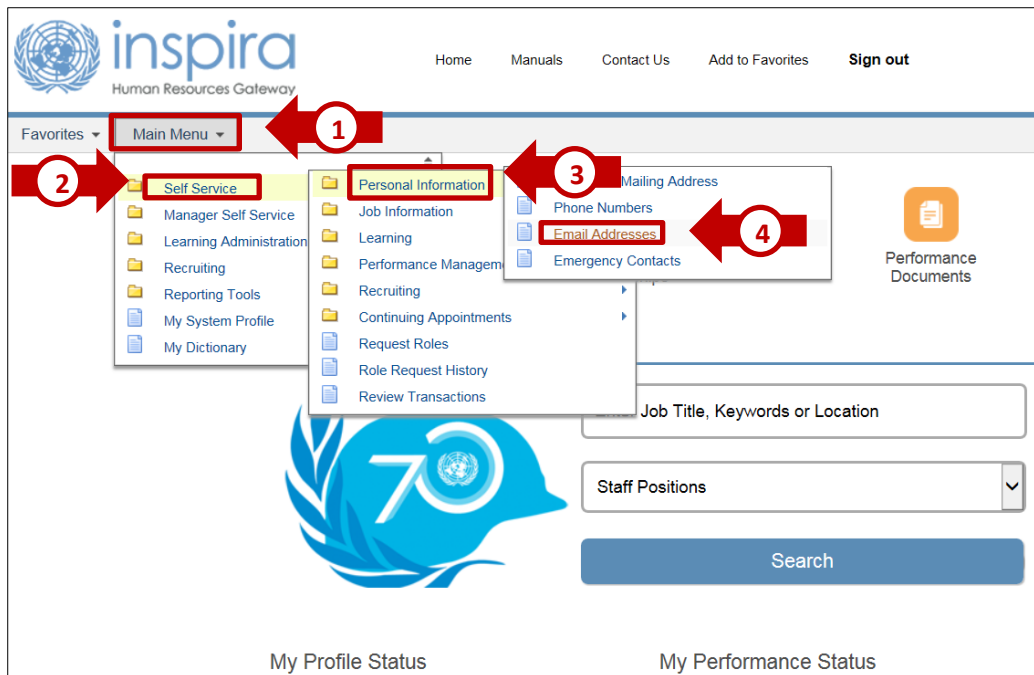
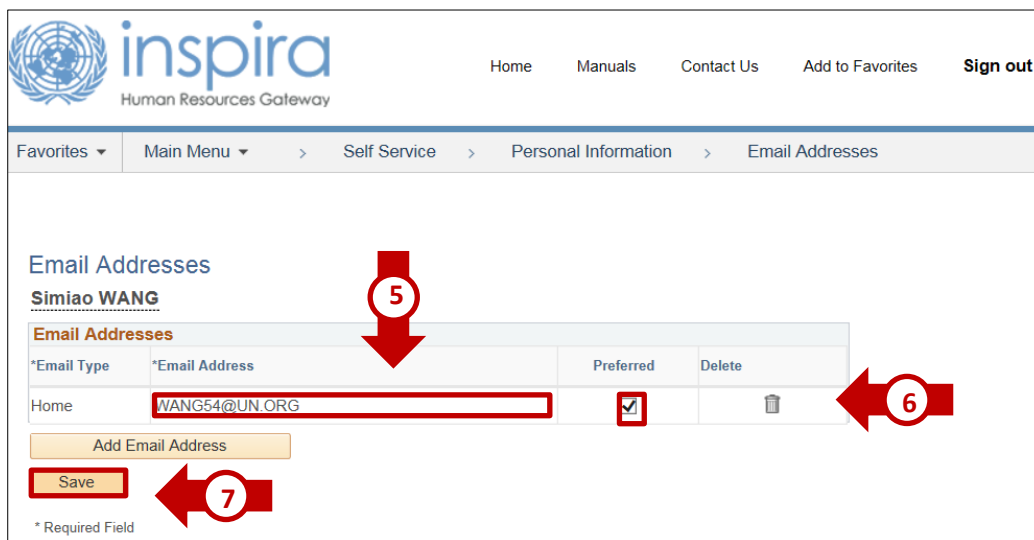


INSPIRA USER GUIDE: HOW TO UPDATE/ADD EMAIL ADDRESS IN INSPIRA



1. Click on **“Main Menu”**
2. Click on **“Self Service”**
3. Click on **“Personal Information”**
4. Click on **“Email Addresses”**



5. Update your **“Email Address”**
6. If you would like it to be your primary email address, tick **“Preferred”**
7. Click on **“Save”**

INSPIRA USER GUIDE: HOW TO UPDATE/ADD EMAIL ADDRESS IN INSPIRA

If you would like to add more email addresses, please follow below instructions:

inspira
Human Resources Gateway

Home Manuals Contact Us Add to Favorites Sign out

Favorites Main Menu Self Service Personal Information Email Addresses

Email Addresses

Simiao WANG

*Email Type	*Email Address	Preferred	Delete
Home	WANG54@UN.ORG	<input checked="" type="checkbox"/>	

Add Email Address ← 1

Save

* Required Field

1. click on **“Add Email Address”**

inspira
Human Resources Gateway

Home Manuals Contact Us Add to Favorites

Favorites Main Menu Self Service Personal Information Email Addresses

Email Addresses

Simiao WANG

*Email Type	*Email Address	Preferred	Delete
Home	WANG54@UN.ORG	<input checked="" type="checkbox"/>	
Mailing	xxx@un.org	<input type="checkbox"/>	

Add Email Address

Save ← 4

* Required Field

2. In the **“Email Type”** dropdown, select **“Mailing”**
3. Enter your **“Email Address”**
4. Click on **“Save”**