# Email Address View

1. Begin by navigating to your personal information page. Click the **Self Service** link from the *Menu.*

2. Click the **Personal Information** link.

3. Click the **Personal Information Summary** link.

4. Use the **Scroll Bar** to move to the lower part of the page. Click the **Find Applicants** object.

5. Click the **Change email addresses** button.

6. Your Howard email address can only be changed by ISAS. You may contact them at phone number (202) 806-2940. Click the **Return to Personal Information** link.

7. Click the **Home** link to return to the *Home* page.

8. Congratulations! You have completed the view email address process.

*End of Procedure.*