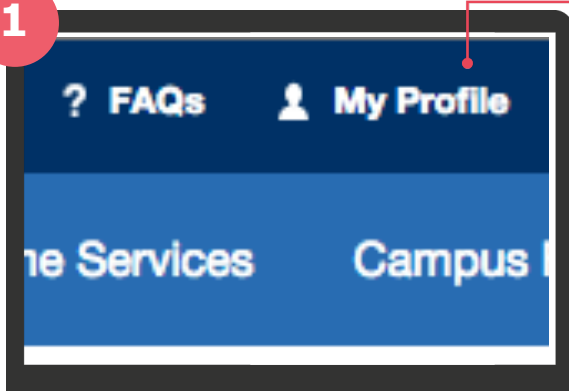


UCD STUDENT DESK

HOW TO SET YOUR UCD EMAIL PREFERENCES



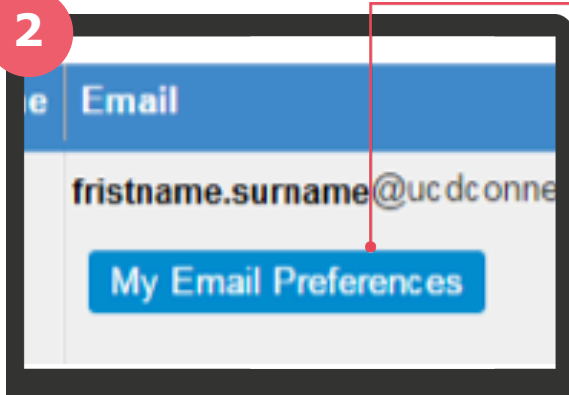
1



LOG INTO YOUR UCD SISWEB ACCOUNT

Log into SISWeb and click on the **'My Profile'** tab at the top.

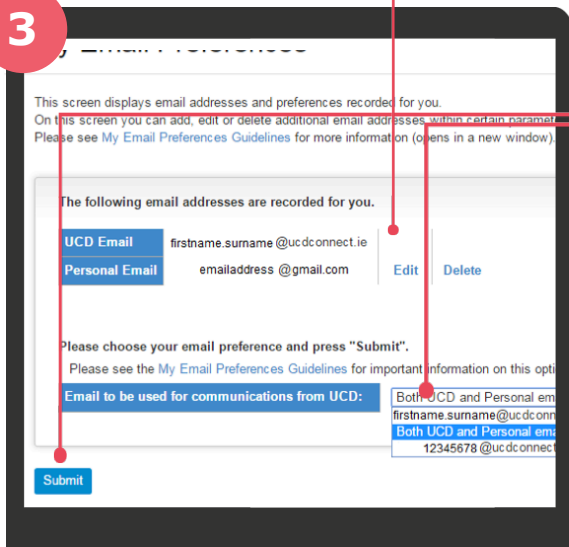
2



SELECT 'MY EMAIL PREFERENCES'

In the **'My Profile'** section, select **'My Email Preferences'** to view or edit your personal email preference.

3



UPDATE YOUR PERSONAL EMAIL SETTINGS

Select **'Edit'** or **'Delete'** to update your personal email.

Note: the default setting is **'Both UCD and Personal email addresses'**. If you do not wish to receive emails to your personal email, click on the drop-down menu and select your UCD email address only. Click **'Submit'** when finished.

YOUR UCD CONNECT EMAIL REMAINS THE MAIN POINT OF CONTACT FOR ALL UCD COMMUNICATIONS

Read the UCD Student Email Protocol