UCD STUDENT DESK HOW TO SET YOUR UCD EMAIL PREFERENCES





GO TO THE *MY REGISTRATION* PAGE IN SISWEB

Log into SISWeb and click on **My Registration.**

GO TO MY PROFILE AND SELECT MY EMAIL PREFERENCES

On the **My Registration page**, click on **My Profile**. Select **My Email Preferences** to view or edit your personal email preference.

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Email:

his screen displays email addresses In this screen you can add, edit or d lassword Self Service and the UCD st lease see My Email Preferences Gui	and preterences recorded for you. Lete additional email addresses within certain parameters aff Directory. Letines for more information.	You may also nominate your email preferences for UCD off	icial communications, UC
he following email addresses are	recorded for you.		
UCD Email	sisl_testy.mctest@ucdconnect.ie		
Personal Email	personal@email.com		Edit Delet
Personal Email Jease choose your email preferen Please see the IWs Email Preference	personal@email.com ce and press "Submit". Guidelines for important information on this option.		Edit Delet
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Personal Email Jease choose your email preferen Please see the My Email Preference Email to be used for communicat	personal Benalicom ex and press "Solumit". Galdelines for important information on this option. ons from UCD:	Both UCD and Personal email addresses 🔹	Edit Delet

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UPDATE YOUR PERSONAL EMAIL SETTINGS

Use **Edit** or **Delete** to update your personal email details.

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 dropdown 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