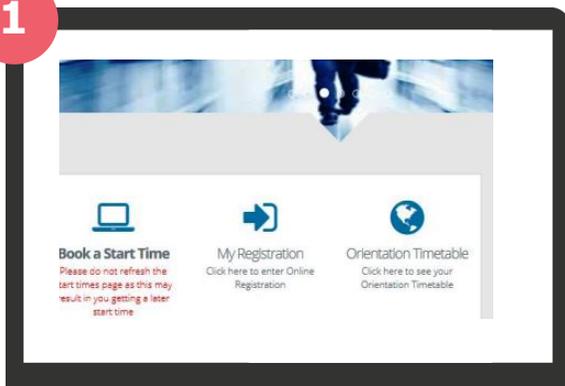


UCD STUDENT DESK

HOW TO SET YOUR UCD EMAIL PREFERENCES



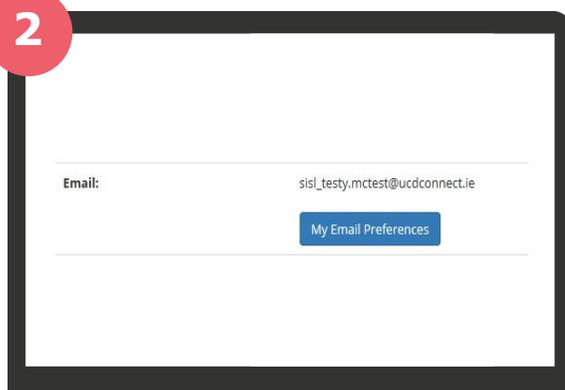
1



GO TO THE **MY REGISTRATION** PAGE IN SISWEB

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

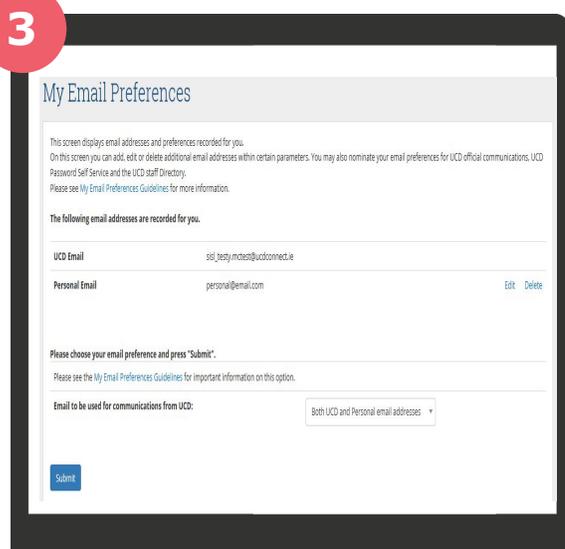
2



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.

3



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 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