

How to Change Your Email in InfoEd

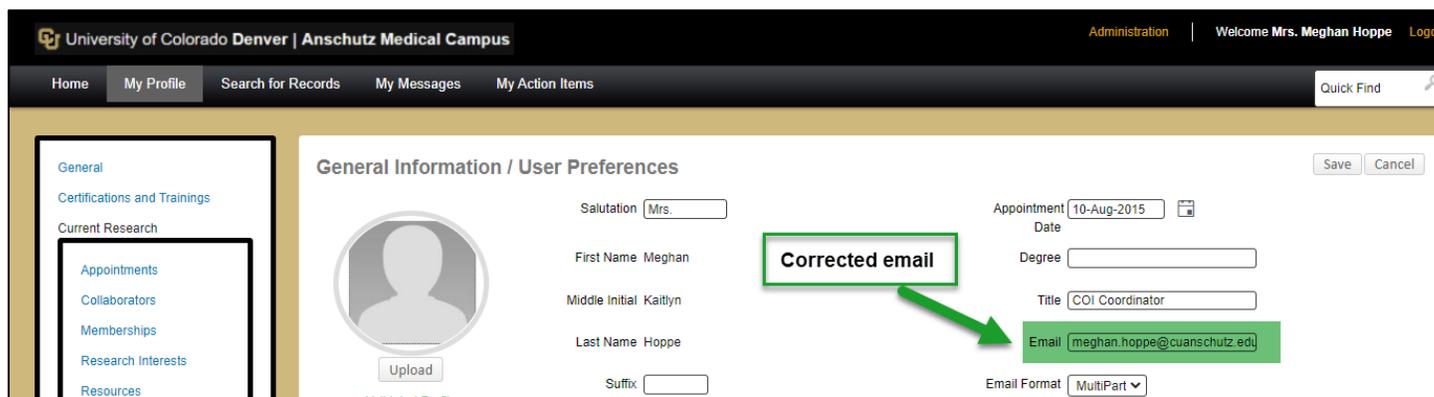
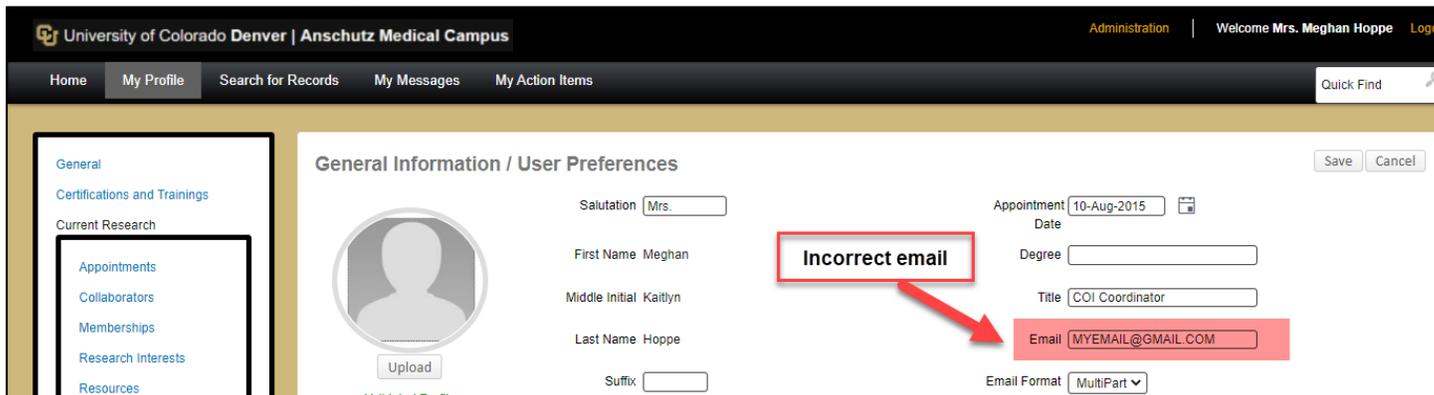


If you are changing from an @ucdenver.edu email address to an @cuanschutz.edu email address, there is no functional need to change your email address. Emails sent to an @ucdenver.edu email will automatically forward to the @cuanschutz.edu email.

1. Start from the [InfoEd home screen](#).
2. Click on “My Profile.”



3. In the “Email” field, input the correct email address. CAUTION: DOUBLE-CHECK SPELLING



4. Scroll down to the “Addresses” section

Patents
Reviewed Works

Publications

Setups

Backups
Delegates
MD Information
Other Information
Portal Preferences
Browse Configuration
Related Objects

I would like to receive an email when something is assigned to me.
 I would like to receive a notification when something that has been assigned to me no longer needs my attention.

Addresses Add

Sort By 2 Items Page 1 of 1

Primary	Address	Edit	Delete
<input type="radio"/>		Edit	Delete
<input checked="" type="radio"/>	13001 E. 17th Place	Edit	

Aurora CO 80045-2570

5. Click the “Edit” button next to the primary address

Addresses Add

Sort By 2 Items Page 1 of 1

Primary	Address	Edit	Delete
<input type="radio"/>		Edit	Delete
<input checked="" type="radio"/>	13001 E. 17th Place	Edit	

6. In the “Edit Address” window, input the correct email address. CAUTION: DOUBLE-CHECK SPELLING

Addresses Add

Edit Address Save Cancel

Address1 13001 E. 17th Place Address2

Address3 Address4

City Aurora County Adams

State Colorado Zip 80045-2570

Mailstop Address Type Department Office

Country United States Phone 303/724-7404

Fax Email MYEMAIL@GMAIL.COM

Incorrect email

Addresses Add

Edit Address Save Cancel

Address1 13001 E. 17th Place Address2

Address3 Address4

City Aurora County Adams

State Colorado Zip 80045-2570

Mailstop Address Type Department Office

Country United States Phone 303/724-7404

Fax Email meghan.hoppe@cuanschutz.edu

Correct email

7. In the "Edit Address" window, click "Save"

Addresses

Edit Address

Save Cancel

Address1 13001 E. 17th Place

Address2

Address3

Address4

City Aurora

County Adams

State Colorado

Zip 80045-2570

Mailstop

Address Type Department Office

Country United States

Phone 303/724-7404

Fax

Email meghan.hoppe@cuanschutz.edu

2 Items Page 1 of 1

Delete

Add

1 Items Page 1 of 1

8. Scroll back to the top of the page

University of Colorado Denver | Anschutz Medical Campus

Administration | Welcome Mrs. Meghan Hoppe Logout

Home My Profile Search for Records My Messages My Action Items Quick Find

General Information / User Preferences

Save Cancel

Salutation Mrs.

Appointment Date 10-Aug-2015

First Name Meghan

Degree

Middle Initial Kaitlyn

Title COI Coordinator

Last Name Hoppe

Email meghan.hoppe@cuanschutz.edu

Suffix

Email Format MultiPart

Publishing First Name

Phone 303/724-7404

Validated Profile

Upload

Current Research

- Appointments
- Collaborators
- Memberships
- Research Interests
- Resources
- Sponsor Credentials
- Sponsored Funding

9. Click "Save"

University of Colorado Denver | Anschutz Medical Campus

Administration | Welcome Mrs. Meghan Hoppe Logout

Home My Profile Search for Records My Messages My Action Items Quick Find

General Information / User Preferences

Save Cancel

Salutation Mrs.

Appointment Date 10-Aug-2015

First Name Meghan

Degree

Middle Initial Kaitlyn

Title COI Coordinator

Last Name Hoppe

Email meghan.hoppe@cuanschutz.edu

Suffix

Email Format MultiPart

Publishing First Name

Phone 303/724-7404

Validated Profile

Upload

Current Research

- Appointments
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- Sponsored Funding

Biography