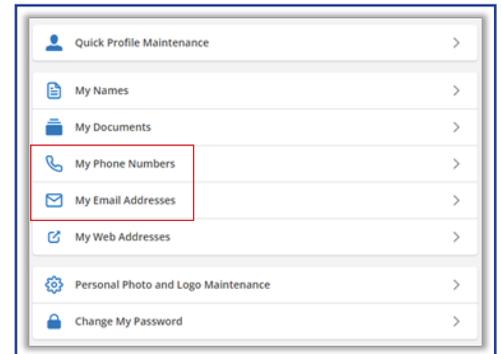


# UPDATE EMAIL & PHONE

The steps to update your email and phone number are the same. In this guide we will walk through the steps for adding a new email.

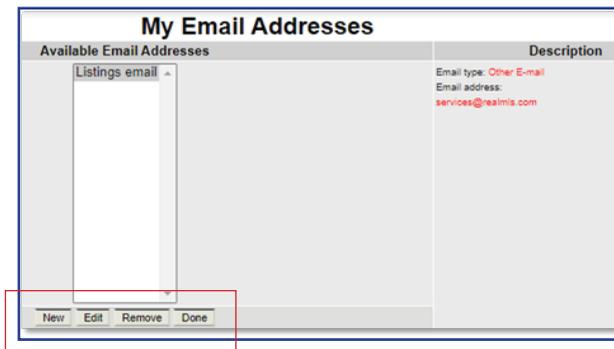
## Step 1

Click on My Email Addresses (if changing phone number click on My Phone Numbers).



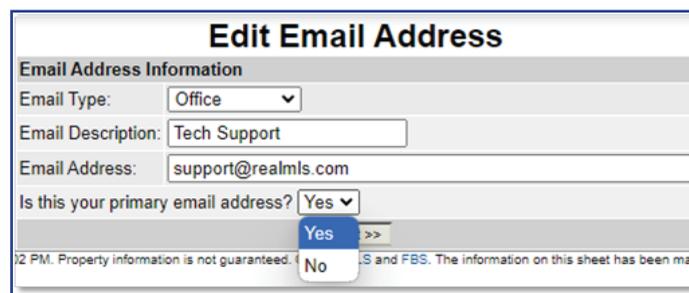
## Step 2

Click on New to add a new email address or click Edit to edit an existing email address.



## Step 3

Select your email type (default is office), enter a description and the email address. Designate at least one email as primary, which will be displayed on your profile. Click Next to save changes.

A screenshot of the 'Edit Email Address' form. The form has a title 'Edit Email Address' and a sub-header 'Email Address Information'. Below the sub-header are several fields: 'Email Type' with a dropdown menu set to 'Office', 'Email Description' with a text box containing 'Tech Support', and 'Email Address' with a text box containing 'support@realmls.com'. Below these fields is a question 'Is this your primary email address?' with a dropdown menu set to 'Yes'. At the bottom of the form are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a blue rectangular box.

You can use similar steps to update your phone number. There is no limit on the number of email addresses or phone numbers allowed in profiles.