

# How to Add an Individual's Email Address

This guide will provide written instructions on how to add somebody's **email address** in GAIL.

To add an **email**:

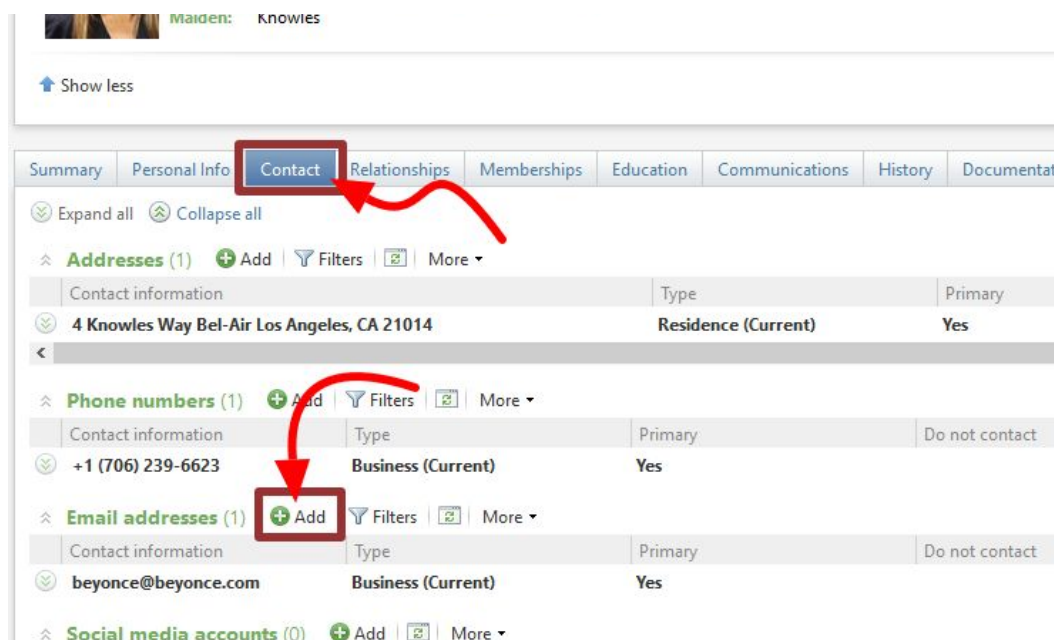
## Step 1

Perform a **constituent search** for the individual whose email address you would like to update and click into their **constituent profile**.



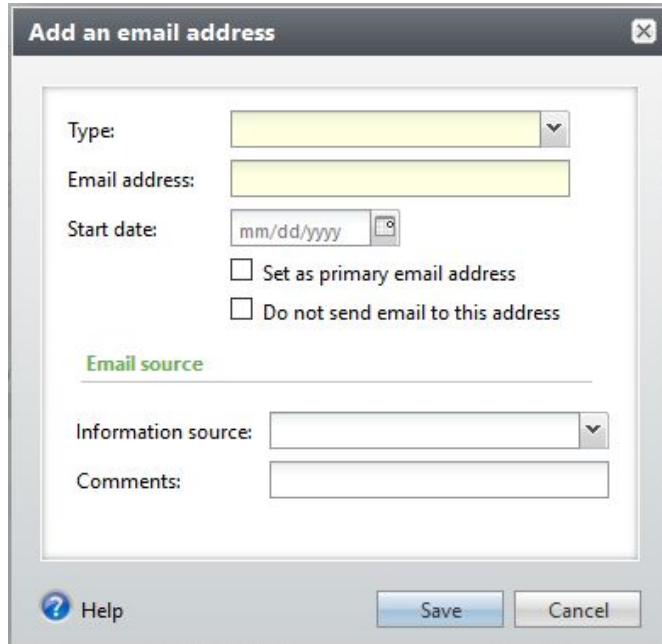
## Step 2

In their profile, click on the **contacts** tab and then find the **email addresses** section and click **add**.



### Step 3

The **add an email address** dialog box will appear. Here you can enter the email address and some additional information about the email address.



**type** — choose the type of email address from the **drop-down** menu, like **business** or **general**

**email address** — type the actual address

**start date** — enter today's date here

If you are entering a primary contact email address for the constituent, check the **set as primary** box.

➤ If the individual does not have an email address in the system, this box will be checked by default.

For **information source** please select **your department** from the drop-down menu.

### Step 4

Once you've entered all information in the dialog box, hit **save**.

