Update Work Email & Phone  

**How to Update Work Phone Number**

1. On your home page, click on your **picture** in the upper right hand corner.
2. Click on your name where it says **View Profile**.
3. Under your picture there will be a list of tabs you can view, click on the **Contact** tab.



1. From there, click on the **Edit** button.
2. Scroll down to where it says **Work Contact Information** and click on the **pencil icon** under **Primary Phone.**
	1. Phone Device: Landline
	2. Country Phone Code: United States of America
	3. Area Code: 808
	4. Phone Number: Your office phone number
	5. Phone Extension: You do not need to put your extension number
	6. Under Details, select **Public** as the Visibility
	7. When you’re done, it should look like the example below (pg. 2)



**How to Update Work Email**

1. Click on the **pencil icon** under **Primary Email.**
2. Enter your work email address (should end with @byuh.edu).
3. Under Details, select **Public** as the Visibility.
4. When you’re done, it should look like the example below.

