

Finding a Person's E-mail Address in Banner 5

1. Type **GOAEMAL** into the Direct Access box and press enter.



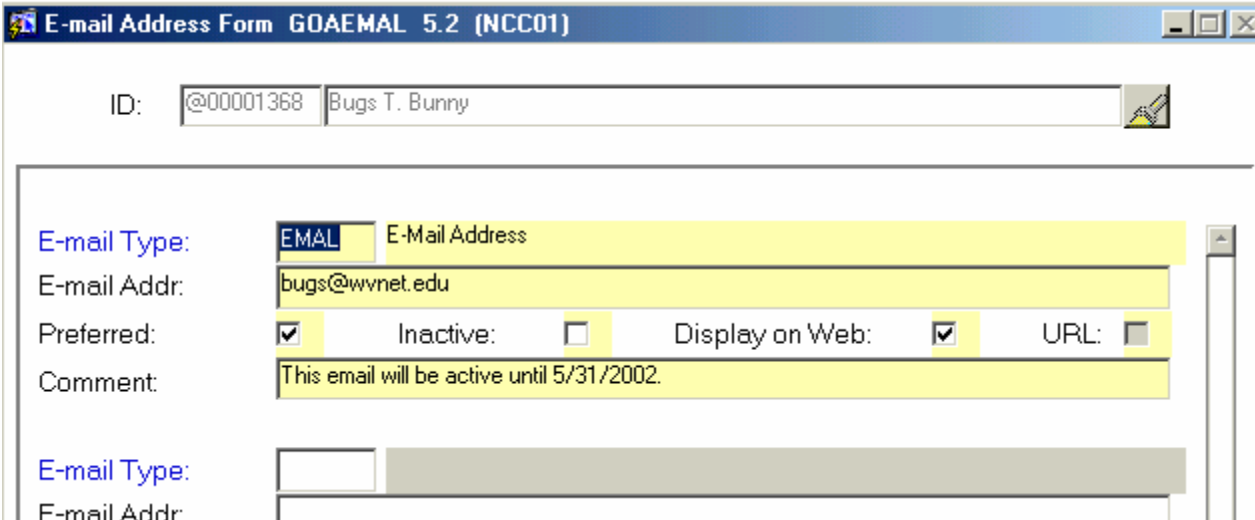
2. The GOAEMAL, E-mail Address Form, will appear.


A screenshot of the "E-mail Address Form" window. The title bar reads "E-mail Address Form GOAEMAL 5.2 (NCC01)". The form contains an "ID:" field with a search icon. Below this are three rows of form fields. Each row includes: "E-mail Type:" (a dropdown menu), "E-mail Addr:" (a text box), "Preferred:" (checkbox), "Inactive:" (checkbox), "Display on Web:" (checkbox), and "URL:" (checkbox). The "Comment:" field is a larger text box below each row. The first row has "Preferred:" and "Inactive:" unchecked, and "Display on Web:" and "URL:" checked. The second and third rows have "Preferred:" and "Inactive:" checked, and "Display on Web:" and "URL:" unchecked.

3. If you know the ID (SSN) of the student, type it in the **ID** field. If you don't know the ID, click the flashlight icon to search for the student.
4. The person's name appears after the ID is entered.

A screenshot of the "E-mail Address Form" window. The title bar reads "E-mail Address Form GOAEMAL 5.2 (NCC01)". The "ID:" field now contains the text "@00001368" and the name "Bugs T. Bunny" is displayed to its right. The search icon is still present.

5. Click on the **Next Block** button on the toolbar , or click in the **E-mail Type** field to view or enter information.



6. If you are entering information, remember you will need to enter the E-mail Type, and then the E-mail address. E-mail addresses consist of a userid followed by the @ sign, followed by the domain name.
- a. After entering the information, you must save your work by clicking on the **Save** button on the toolbar .

7. Click the **Rollback** button on the toolbar to repeat or click the **Exit** button when finished to return to the Main Menu.

