Information Directory Maintainer’s Training

Department Maintenance – Adding, Modifying, and Deleting Departmental Email Addresses

To make a change to a department’s email address within the Directory Services channel, expand the department you wish to modify and expand the E-Mail Addresses sub section. (Departments are now allowed to list multiple email addresses in the directory. All email addresses must end in nau.edu - outside email addresses are not currently supported.)

To Add a Department Email Address:

1. Select the Add link.
2. Add the email address into the text box.
3. Add an explanatory description.
4. Click the Add Email button.
5. As with any action in the maintenance application, you will receive either a success message or an error message. To continue, click the Continue button.

To modify a Department Email Address:

1. Begin by selecting the Modify link.
2. Select the email text box and make your changes.
3. Click on the description text box if you wish to make any corrections here.
4. When satisfied with your changes, click the Modify Email button.
5. Once again, you should receive a confirmation message. Click the Continue button.

To delete a Department Email Address

1. To begin, select the Delete link next to the email address you would like to delete.
2. You will receive a confirmation screen. **BE VERY CAREFUL** as this information will be permanently deleted.
3. If you are sure, click the **Delete** button.
4. Again, a confirmation screen will come up. Click the **Continue** button.