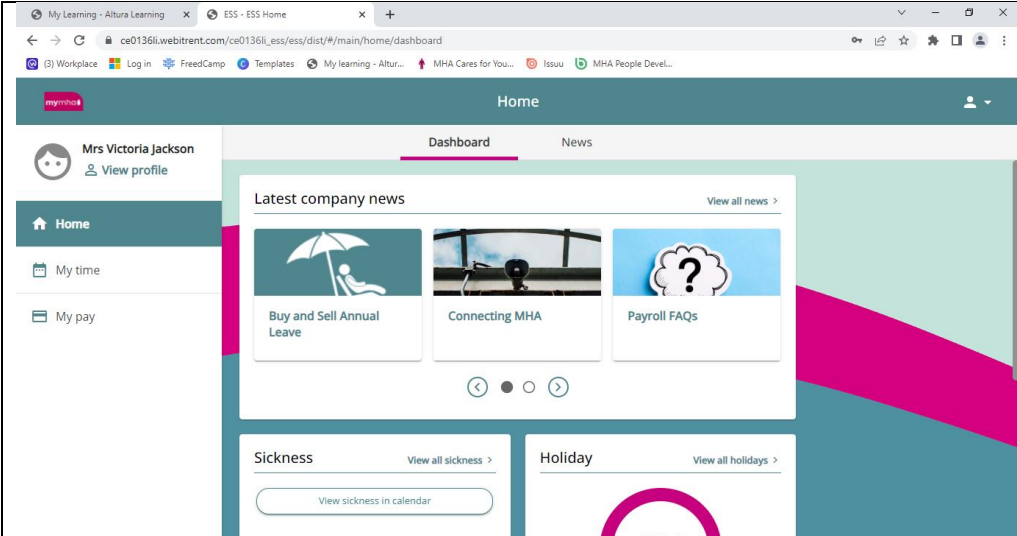
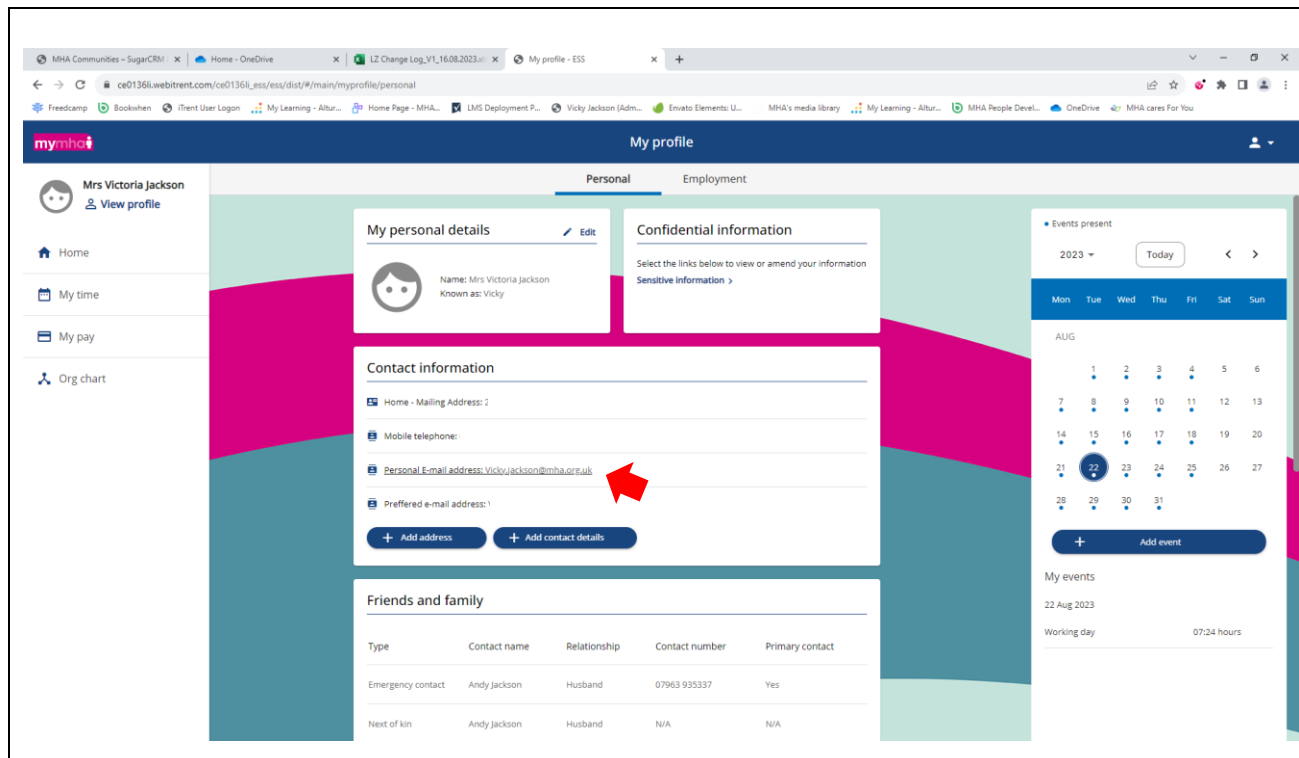


Adding a Personal email address to MyMHA so it appears in the Learning Zone

This guide provides instructions on how you can add a personal contact email address in your MyMHA account to enable this to be imported automatically into the Learning Zone.

	<p>1. Log into MyMHA</p>
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	<p>2. Select 'View profile' from under your name on the right hand side of the screen</p>
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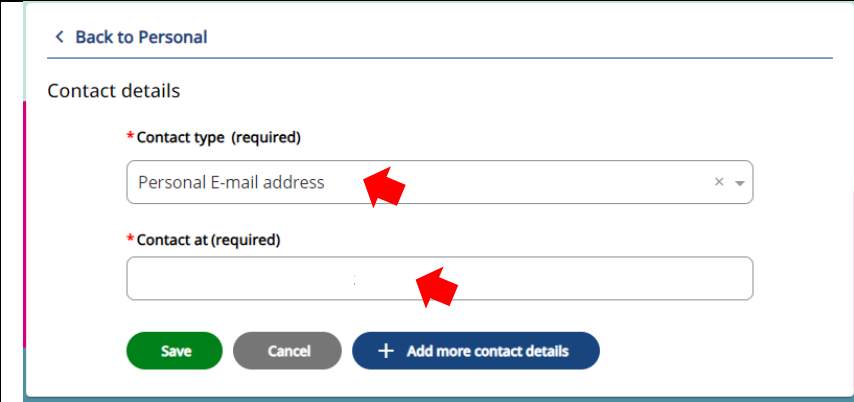
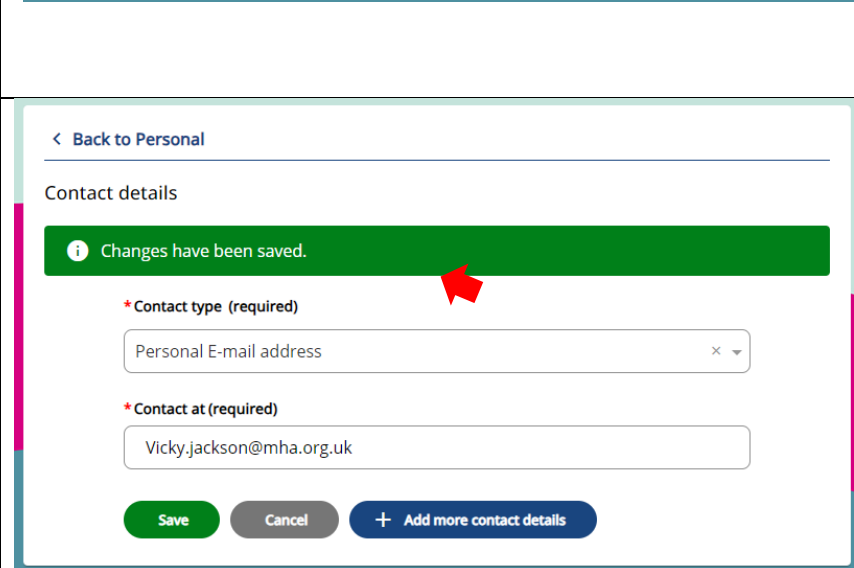
The screenshot shows the 'My profile' page with the following sections:

- My personal details:** Name: Mrs Victoria Jackson, Known as: Vicky. There is an 'Edit' link.
- Confidential information:** Select the links below to view or amend your information. [Sensitive information >](#)
- Contact information:**
 - Home - Mailing Address: 2
 - Mobile telephone:
 - Personal E-mail address:** Vicky.Jackson@mha.org.uk (indicated by a red arrow)
 - Preferred e-mail address: 1
 - + Add address
 - + Add contact details
- Friends and family:**

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Andy Jackson	Husband	07963 935337	Yes
Next of kin	Andy Jackson	Husband	N/A	N/A

On the right side, there is a calendar for August 2023 and a section for 'My events' showing an event on 22 Aug 2023 from 07:24 hours.

3. From the **Contact Details** block click on **'Personal E-mail Address'**

		<ol style="list-style-type: none"> 4. Ensure that 'Contact type (required)' is selected as 'Personal E-mail address' 5. Enter the email address in the 'Contact at (required)' field that you would like to the Learning Zone to use for all email correspondences. 6. This can be a personal email address or a work one. 7. Click 'Save'
		<ol style="list-style-type: none"> 8. Ensure the green 'Changes have been saved' banner is displayed 9. Exit MyMHA 10. Your email address will now be imported to the Learning Zone on the next working day.