

MAINTAINING EMAIL SETTINGS

1. On the blue menu bar select **Utilities > Your Account > Maintain Your Account** > select **Email information**
The Email Information window will appear:

Registered e-mail addresses

Primary e-mail address:

[add new e-mail address](#)

Secondary e-mail addresses:

[add new e-mail address](#)

[Return to Person Information Screen](#)

[Clear](#)

Configuration options

Select an e-mail address to configure.

2. Select an e-mail address to configure. Once the user enters a complete email address, configuration options appear under the email address on the right side of the screen as reflected below. The user can change the format, delivery method, and active settings; add additional cases, remove cases, and set delivery method exceptions for the secondary e-mail address.

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: attorney179@yahoo.com</p> <p>Secondary e-mail addresses: add new e-mail address</p> <p>Return to Person Information Screen Clear</p>	<p><input type="text" value="attorney179@yahoo.com"/></p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Show all cases for this e-mail address <i>(Copy case lists from here)</i></p> <hr/> <p>Case-specific options</p> <p>Add additional cases for noticing</p> <p><input type="text"/></p> <p>These cases will send notice <i>per filing</i>. (default method)</p> <p><input type="text"/></p> <p>Remove selected cases Change selected cases to notice as a summary report</p> <p>These cases will send notice <i>as a summary report</i>. (alternate method)</p> <p><input type="text"/></p> <p>Remove selected cases Change selected cases to notice per filing</p>

To add additional cases for which to receive notices, enter the case number(s) in the **Add additional cases for noticing text** field and then either click Enter or **Find This Case**. After selecting the appropriate case(s), click **Add case(s)**. This will add the case(s) to the list of cases in the default method of service list (the first list of cases). To move cases from the default method list to the alternate method list, the user should click the case number(s) in the primary list and then click the **Change selected cases to notice as a summary report** button (if summary noticing is the default method, then this button will be labeled **Change selected cases to notice per filing**). The cases will be moved to the alternate method list. To delete cases from the default method list or the alternate method list, select the case(s) and then click the **Remove selected cases** button.

For secondary email addresses, the additional **Should this e-mail address receive notice for all cases in which this individual is a participant?** option appears in the Configuration Options section of the screen. The user can answer **Yes** or **No**. To remove an email address, the user should click on the address on the left side of the screen. This will cause the email address to display in a text field on the right side of the screen, along with all the configuration options and case lists (if any) associated with the email address. The user should remove the email address from the text field. If the user wants to change the email address to a different one, the user should immediately type the new address in the text field. If the user clicks anywhere outside the text field while a complete email address is not in the text field, all of the configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.

3. Make desired changes in this window > select **Return to Person Information Screen** > select **Submit**