

Elentra New Feature

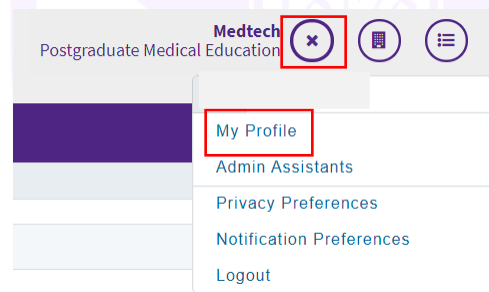
Secondary Email

Who: All Elentra Users

Why: Some Elentra users rarely check their UWO mail, and/or have not forwarded their UWO mail to a preferred email account. This feature allows Elentra to send all automated email messages to a user's secondary email address in addition to the UWO email*.

*Note – UWO credentials are still required for Elentra login to complete assessments and WTS assistance.

How: After clicking on the profile icon in the top right corner, select **My Profile**. You will be taken to your Elentra ME Profile. Here you will need to:



1) Enter a valid secondary e-mail address

A screenshot of the Elentra profile form. At the top, there is a dropdown menu with the name "Clement Estrada". Below this, there are two email input fields: "Primary E-mail:" with the value "user+6916@example.org" and "Secondary E-mail:" with the value "example@email.com". A red arrow labeled "1" points to the secondary email field. Below the email fields, there is a checkbox labeled "Use Secondary Email:" which is checked. A red arrow labeled "2" points to this checkbox. To the right of the checkbox, there is a text block: "Checking this box will enable Elentra to send all automated email messages to you at this secondary email address, as well as to your primary (@uwo.ca) email account. This is a good option for people who rarely check UWO mail, and/or have NOT forwarded their UWO mail to a preferred email account."

2) Select **Use Secondary Email**

3) At the bottom right of the page, click **Save Profile**.