

Changing Your CM/ECF Email Address

Introduction

This document gives step-by-step instructions for changing your email address in CM/ECF

Changing Your Email Address

Change the email address by taking the following steps:

| Step | Action |
|------|--|
| 1. | Go to the Utilities menu on the top blue bar of CM/ECF |
| 2. | Click on Maintain User Account |
| 3. | Select the button labeled Email Information |
| 4. | Click on your email address on the left of the screen (the configuration options and a white box with your current email address with appear on the right side of the screen) |
| 5. | Remove your current email address and add your new email address in the white box on the right of the screen Note: You must be very careful to have no extra blank spaces at the beginning or end of your email address or the email address may not work properly |
| 6. | Click on Return to Person Information Screen |
| 7. | Click the Submit all changes button on the left of the screen (you may need to click additional Submit buttons to apply this change to all of your cases) |