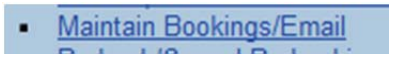
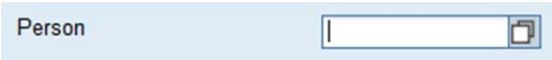
LEO E-mail – LaGov – Update/Add (Coordinator)

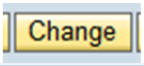
1) Click **Maintain Bookings/Email** 

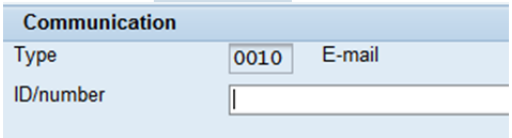
2) **Type Personnel #** in the Person field 

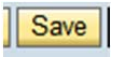
3) Click the **pencil icon** to the right of the person field

4) At the bottom of the screen, in the Infotype field, type "**0105**"

5) Next to the Infotype field, type "**0010**" in the STy field

6) Click the **Change** button at the top of the screen. If an e-mail address does not show in the ID/Number field under the Communication heading, the person does not have an e-mail in the system. 



7) If the end date is not 12/31/9999, change it to 12/31/9999.

8) Enter the person's correct e-mail address into the ID/number field and click Save at the top of the screen.