

Middle Tennessee State University Information Technology Division

Updating/Changing a Personal Email Address

1. To register a personal email address with the university, access PipelineMT by clicking the PipelineMT link on the MTSU home page (top right) or by going directly to this address: <http://pipelinemt.mtsu.edu>
2. Enter your PipelineMT username and password.
3. Under Personal Information, click on “**Email Addresses**”

The screenshot shows the PipelineMT dashboard. The top navigation bar includes the MTSU logo and the text 'PipelineMT'. A left sidebar contains various menu items: Home, Faculty, Advisors, Registration & Student Records, Academic Resources, Financial Aid, Billing & Payment, Employees, and Resources. The main content area is divided into several sections: 'Announcements' (Admission to Teacher Education Program (ATE)), 'Course Search Tools' (Look up Classes, Display Corequisites, Course Catalog, Class Schedule Search (Basic)), 'Admissions Application', and 'Personal Information'. The 'Personal Information' section is expanded to show 'Email Addresses' highlighted with a red circle. Other options in this section include Addresses and Phones, Emergency Contacts, Directory Profile, MTSU Post Office Box and Combination, MTSU Post Office Box Forwarding Address, My Mobile Number, Name Change Information (Student), and Name or Social Security Number Change Information (Employee). There is also a 'CUSTOMS Orientation' section at the bottom.

4. Click on the current email address in the **Personal Email** field.

The screenshot shows the 'Update E-mail Addresses - Select Address' form. The form title is 'Update E-mail Addresses - Select Address'. Below the title, there is a message: 'Update an existing e-mail address by selecting the link. Insert a new e-mail address by selecting the address type from the list and selecting Submit.' A note follows: 'Note: if you find that your Campus Email address is incorrect, please call ITD Help Desk at 615-898-5345 to report the error. FAFSA Student Email and F One Stop at 615-898-2111. All other email addresses can be updated below.' The form contains a table of email addresses:

E-mail Addresses	
Campus Email	
@mtsu.edu	Preferred
Other College	
Personal Email	
@gmail.com	
Comment: Update to Exchange email address	

Below the table, there is a dropdown menu labeled 'Type of E-mail to Insert:' with 'Select' as the current selection. A 'Submit' button is located at the bottom of the form.

5. In the email address field, enter a **non-MTSU** related email address and then click the **Submit** button.

Update E-mail Addresses - Update/Insert

E-mail must be entered for an e-mail address update or insert; all other fields are optional. You may specify only one preferred e-mail address.
Please Note: The MTSU email address is not updateable via self-service. If it is incorrect please contact Human Resources at Ext. 2929.

Personal Email

E-mail:

Comment:

Delete this address:

Preferred Campus Email

6. The form will be redisplayed showing all current registered email addresses. If these are not correct, you may update any listed except your campus email address.
7. You can now safely logout of PipelineMT.