How to Make an Email Address Primary

This guide will provide written instructions on how to mark a constituent's existing email address as **primary**.

> ➢ For instruction on how to *add an email* address, please see our guide: *How to Add and Individual's Email Address*.

To make an email address **primary**:

Step 1

Perform a **constituent search** for the individual whose email address you would like to update and click into their **constituent profile**.
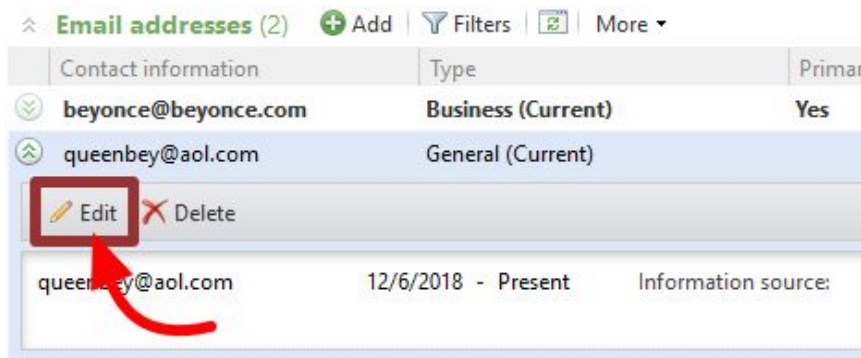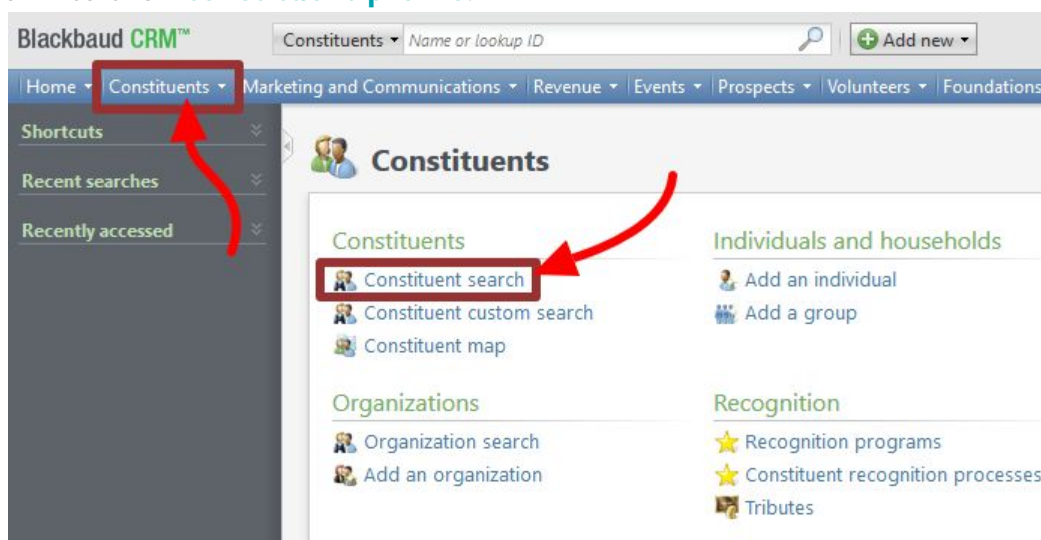

Step 2

In their profile, click on the **contacts** tab and then find the *email addresses* section. Click **double downward chevrons** next to the email address you wish to make primary.

> ➢ The **current primary email** address is the one in bold, it will say *yes* in the column labeled *primary*.
> ➢ If you need to add a new primary email address, please check out our guide: *How to Add an Individual's Email Address*.
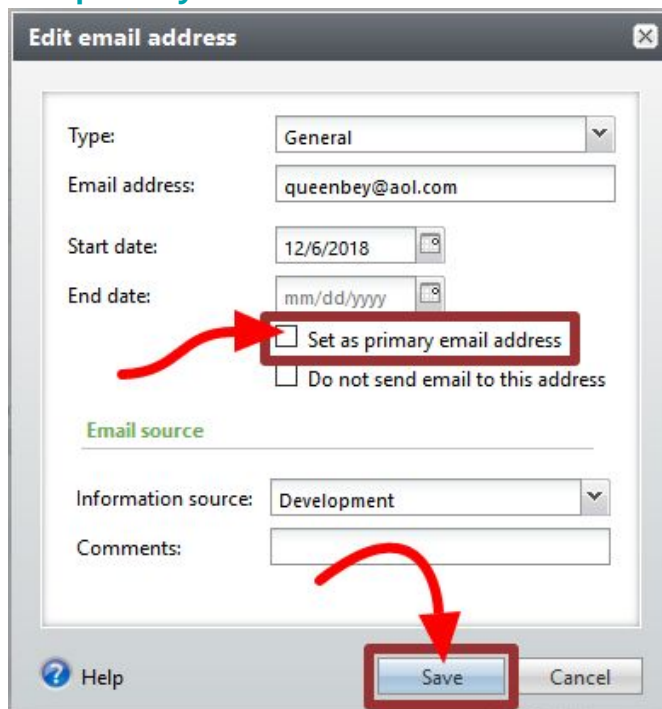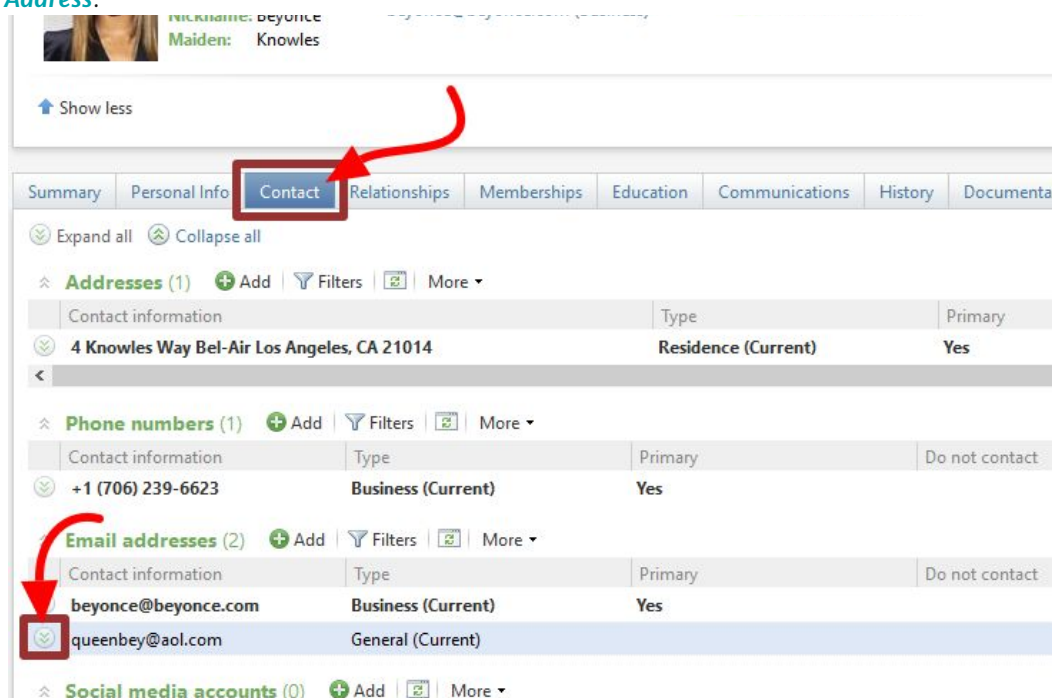
Click **edit**.

The *edit email address* dialog box will appear. To mark this email as primary, check the box that says **set as primary email address**.

Then hit **save**.