

How to Make an Email Address Primary

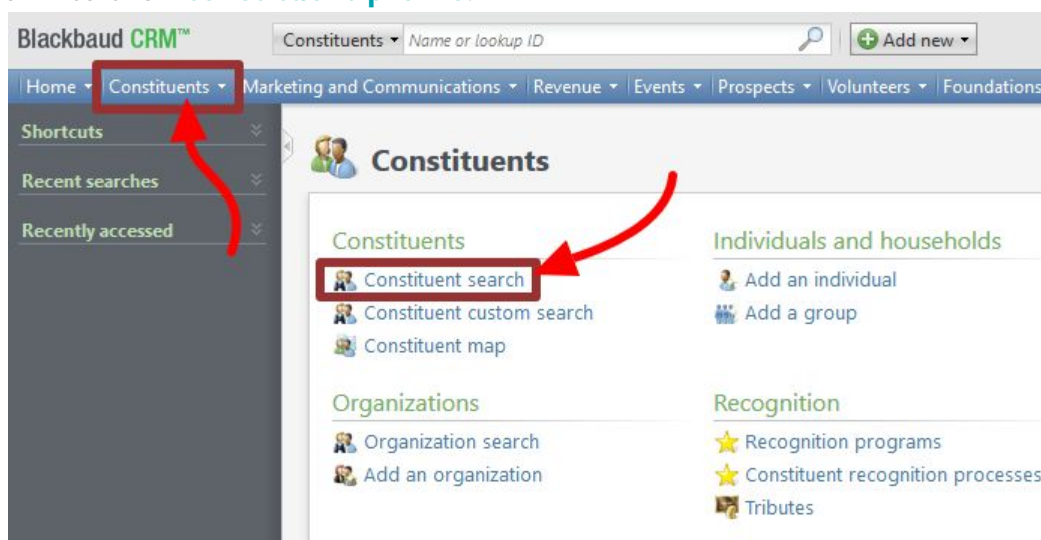
This guide will provide written instructions on how to mark a constituent's existing email address as **primary**.

- 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

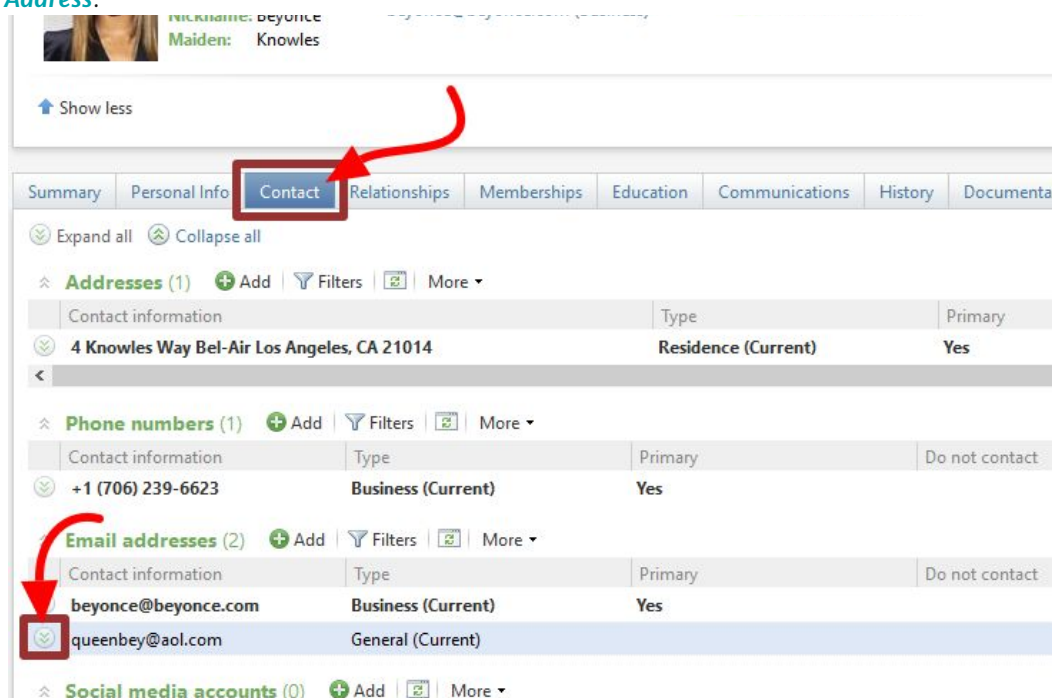
Perform a **constituent search** for the individual whose email address you would like to update and click into their **constituent profile**.



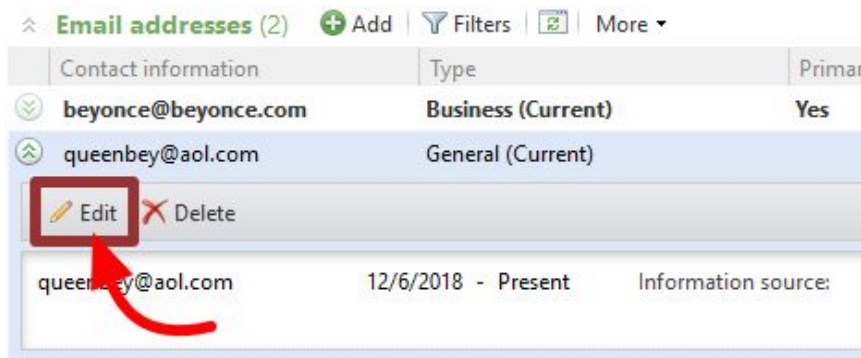
Step 2

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**.

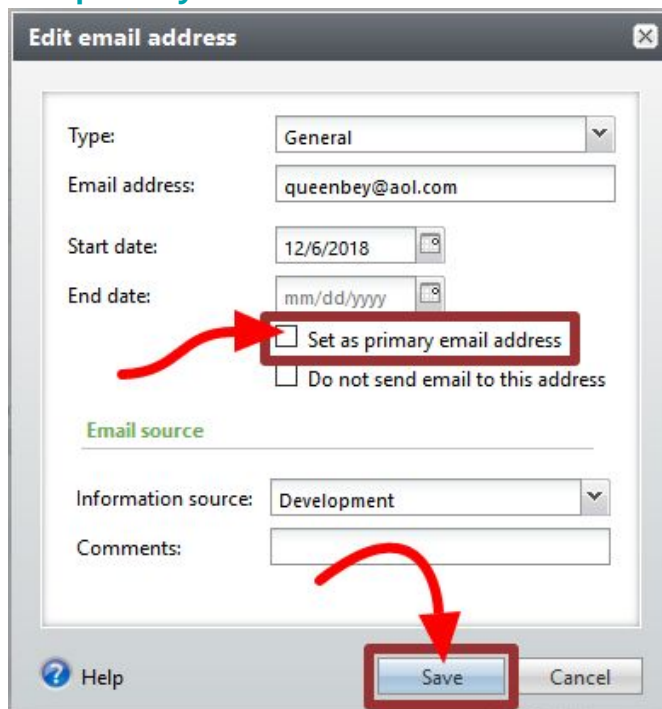


Contact information	Type	Primary
beyonce@beyonce.com	Business (Current)	Yes
queenbey@aol.com	General (Current)	

queenbey@aol.com 12/6/2018 - Present Information source:

Step 3

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



Edit email address

Type: General

Email address: queenbey@aol.com

Start date: 12/6/2018

End date: mm/dd/yyyy

Set as primary email address

Do not send email to this address

Email source

Information source: Development

Comments:

Help Save Cancel

Then hit **save**.