

Managing and Editing Your Engagifii Email Address

7 Steps [View most recent version](#) 

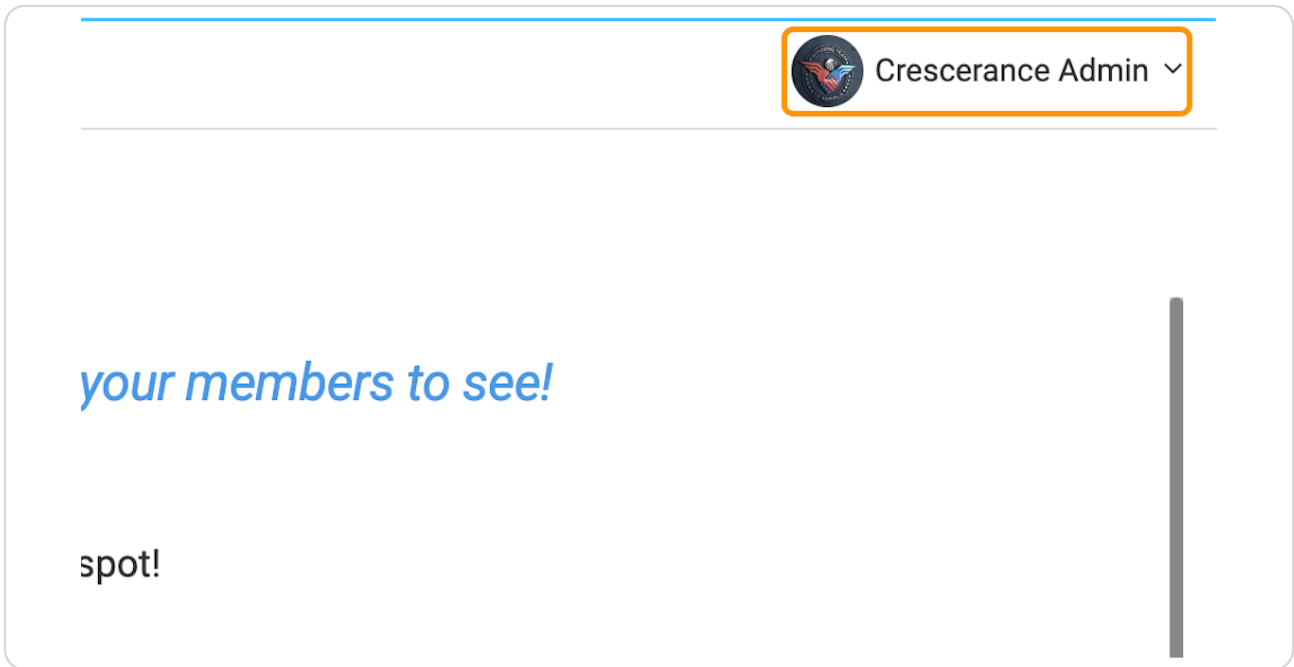
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September 8, 2023

STEP 1

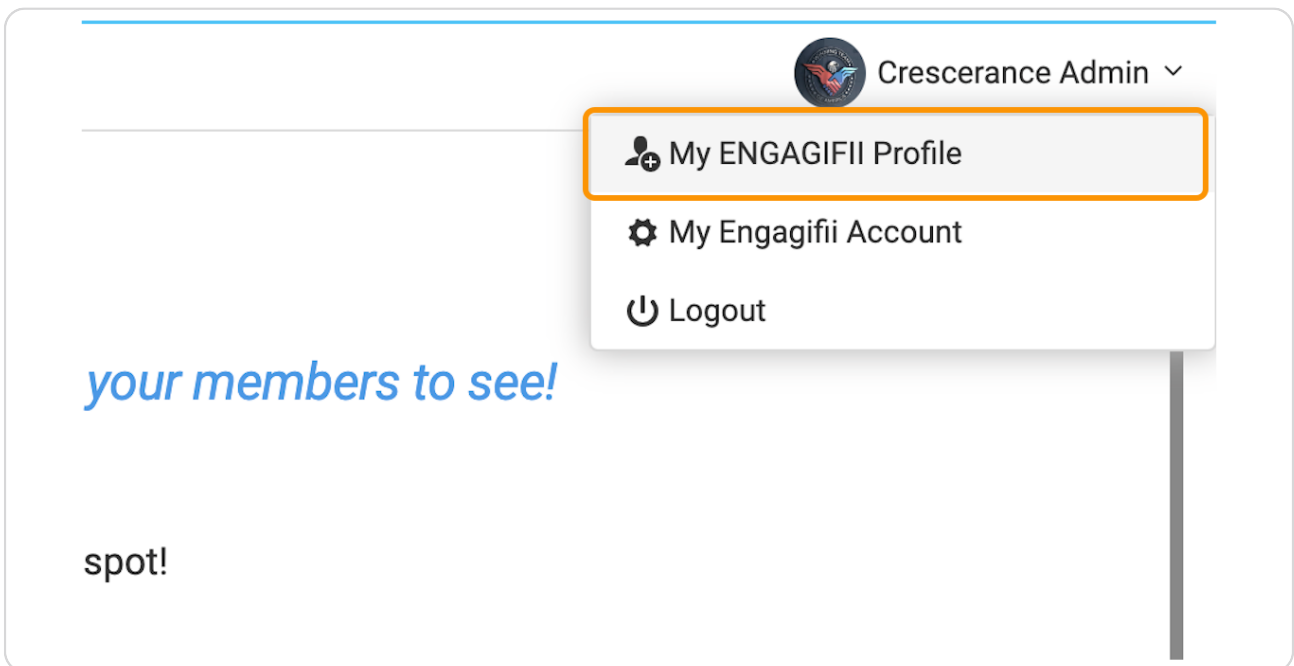
At the top right of the page, click on your name



A screenshot of a web interface showing a user profile dropdown menu. The user's name, "Crescerance Admin", is displayed next to a circular profile icon. The dropdown menu is currently closed. The main content area contains the text "your members to see!" in blue italics and "spot!" in black. A vertical scrollbar is visible on the right side of the content area.

STEP 2

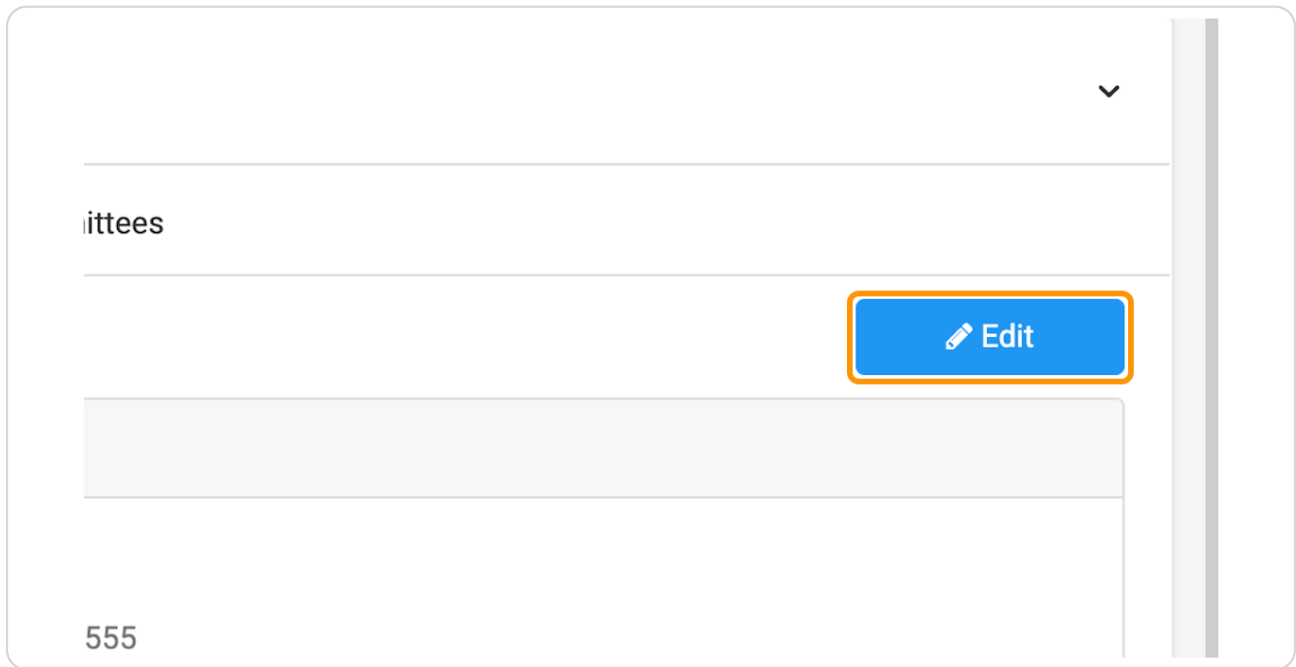
Click on **My ENGAGIFII Profile**



A screenshot of the same web interface as in Step 1, but with the user profile dropdown menu open. The menu items are "My ENGAGIFII Profile" (highlighted with an orange border), "My Engagifii Account", and "Logout". The main content area remains the same with "your members to see!" and "spot!".

STEP 3

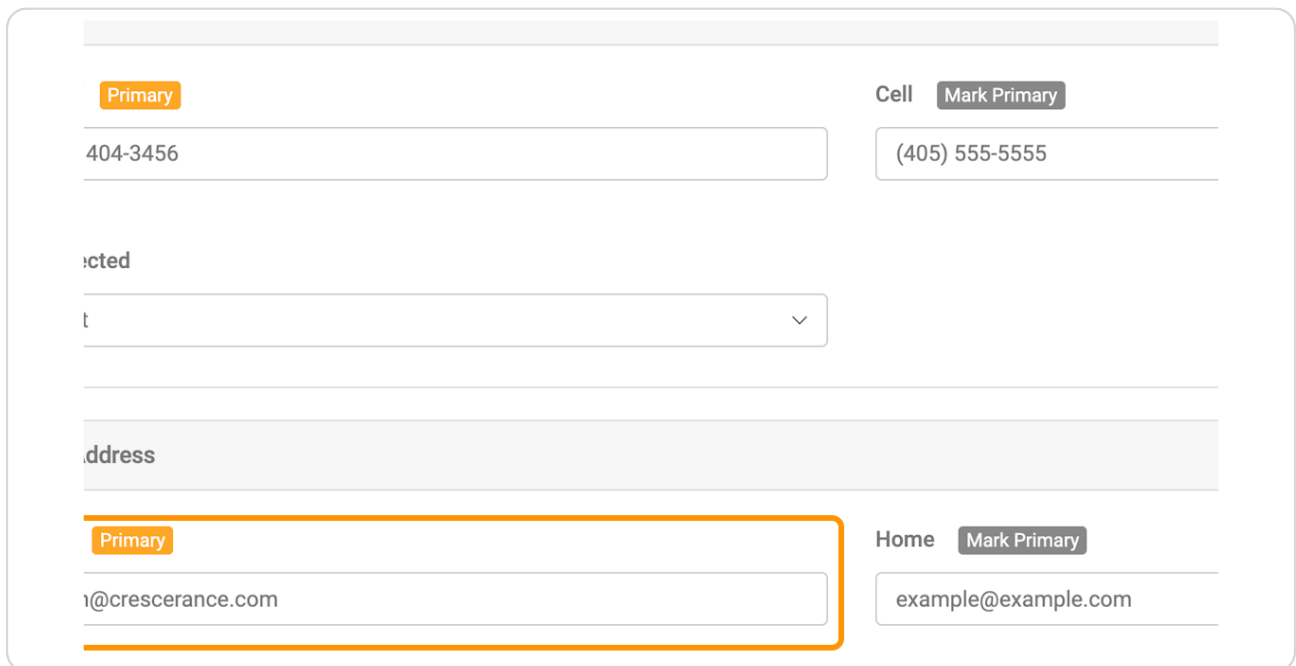
Click on Edit



A screenshot of a contact record in a system. The record shows a name partially visible as "ittees" and a phone number "555". A blue button with a pencil icon and the text "Edit" is highlighted with an orange border. A vertical scrollbar is visible on the right side of the record.

STEP 4

Update your primary email address



A screenshot of a contact's settings page. It shows two phone numbers: a "Primary" number "404-3456" and a "Cell" number "(405) 555-5555" with a "Mark Primary" button. Below the phone numbers is a dropdown menu labeled "ected" with "t" visible. Underneath is a greyed-out "address" field. At the bottom, there are two email address fields: a "Primary" email "1@crescerance.com" which is highlighted with an orange border, and a "Home" email "example@example.com" with a "Mark Primary" button.

STEP 5

Update your secondary email address

The screenshot shows a user interface for managing email accounts. At the top, there is a dropdown menu with a downward arrow. Below it is a horizontal bar. The main content area contains a list of email accounts. The first account is labeled 'Home' and has a 'Mark Primary' button next to it. The email address 'example@example.com' is displayed in a text input field below the 'Home' label and is highlighted with an orange border. Below this, there is another horizontal bar and a second email account entry, which is partially obscured by a grey bar.

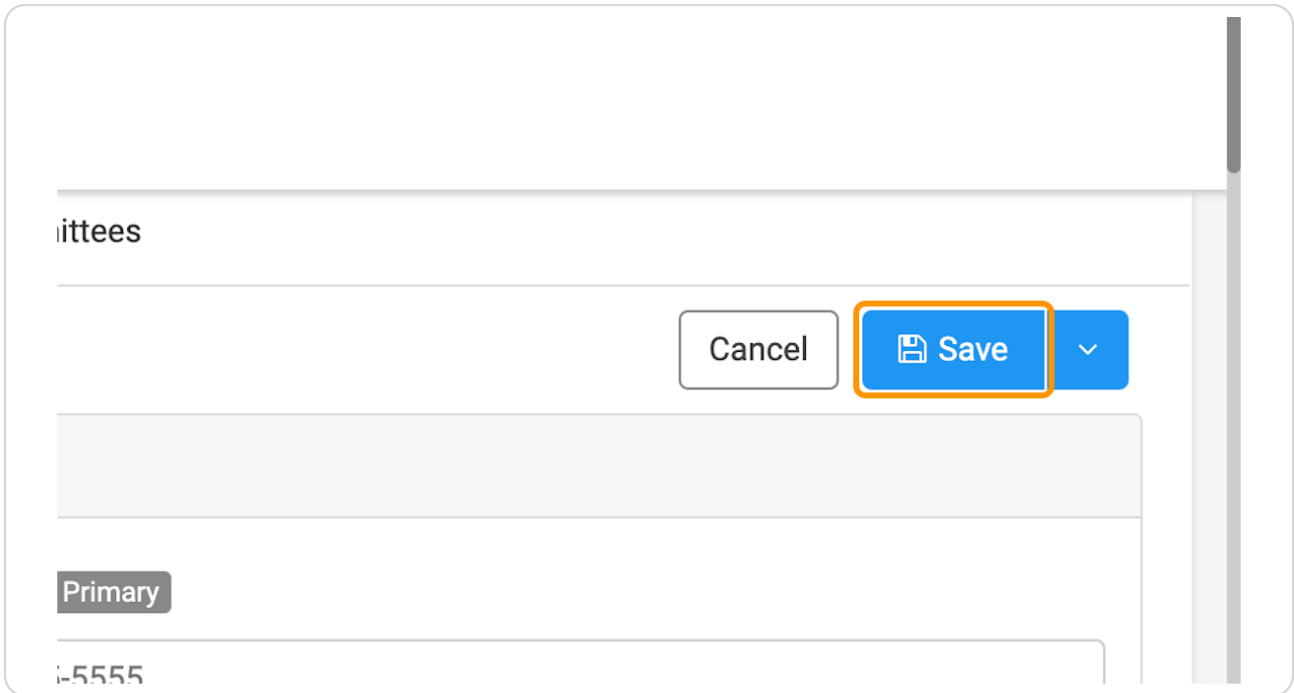
STEP 6

Click on Mark Primary to make your secondary email address your primary

This screenshot is identical to the one in Step 5, but the 'Mark Primary' button is now highlighted with an orange border, indicating the action to be taken. The 'example@example.com' address is still visible in the text input field below the 'Home' label. The rest of the interface, including the dropdown menu and the second email account entry, remains the same.

STEP 7

Click on Save



The screenshot shows a form interface with a text input field containing the text "ittees". Below the input field, there are three buttons: a "Cancel" button, a "Save" button with a floppy disk icon, and a blue button with a downward arrow. The "Save" button is highlighted with an orange border. Below the buttons is a large grey rectangular area. At the bottom left, there is a "Primary" label and a text input field containing "i-5555". A vertical scrollbar is visible on the right side of the form.

