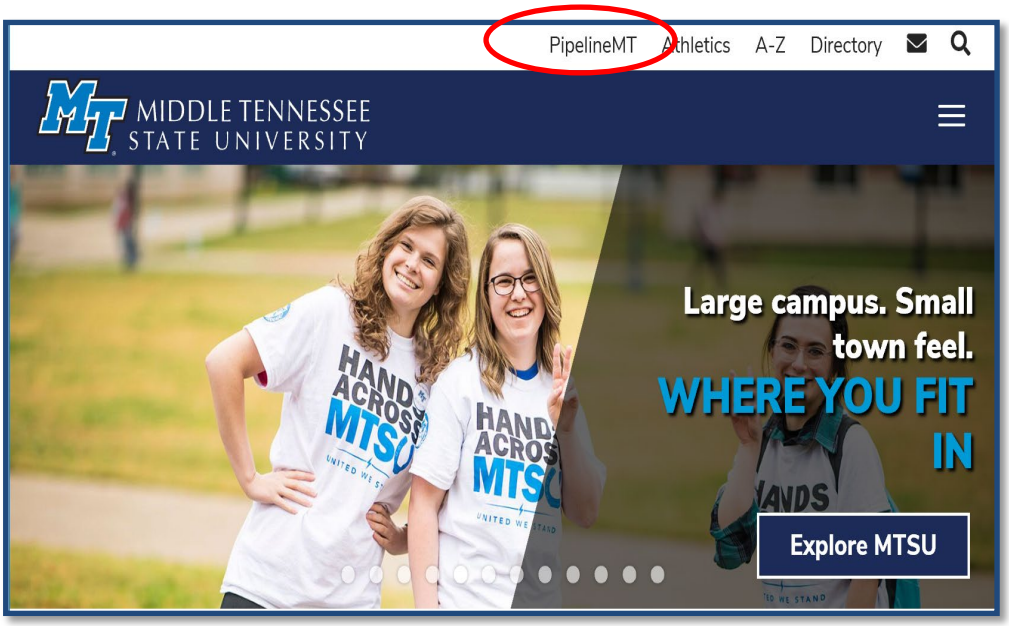
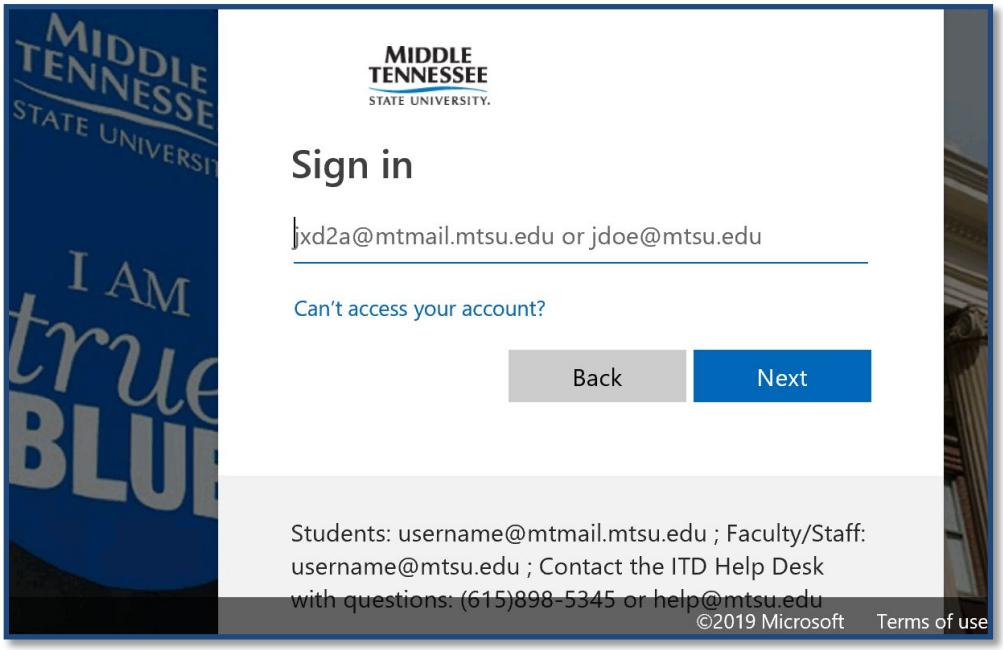
Middle Tennessee State University
Information Technology Division

Registering a Personal E-Mail address

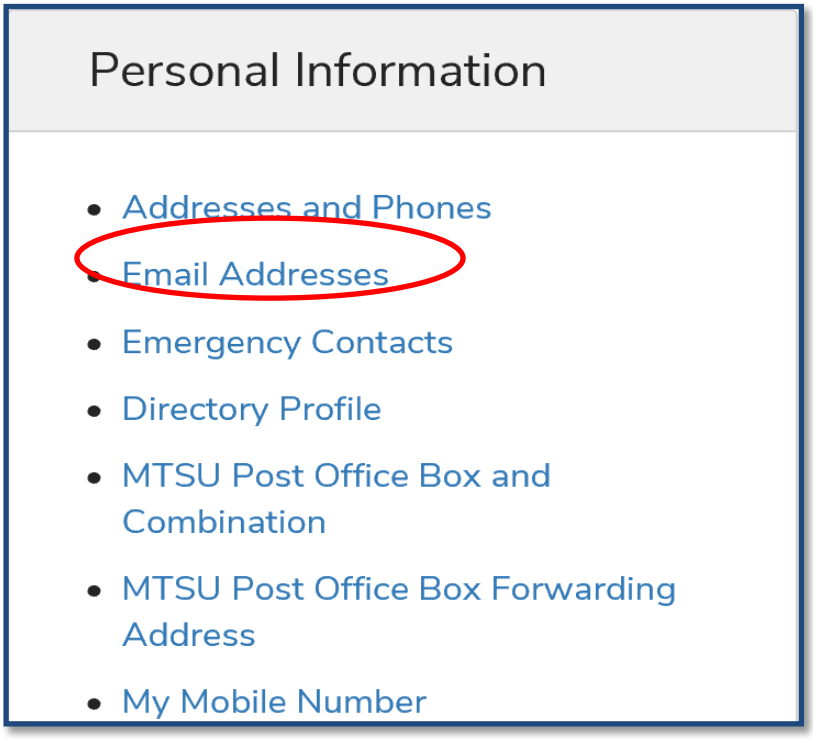
Step 1: To register a personal e-mail address with the university, access PipelineMT by clicking the PipelineMT link on the MTSU Home Page.



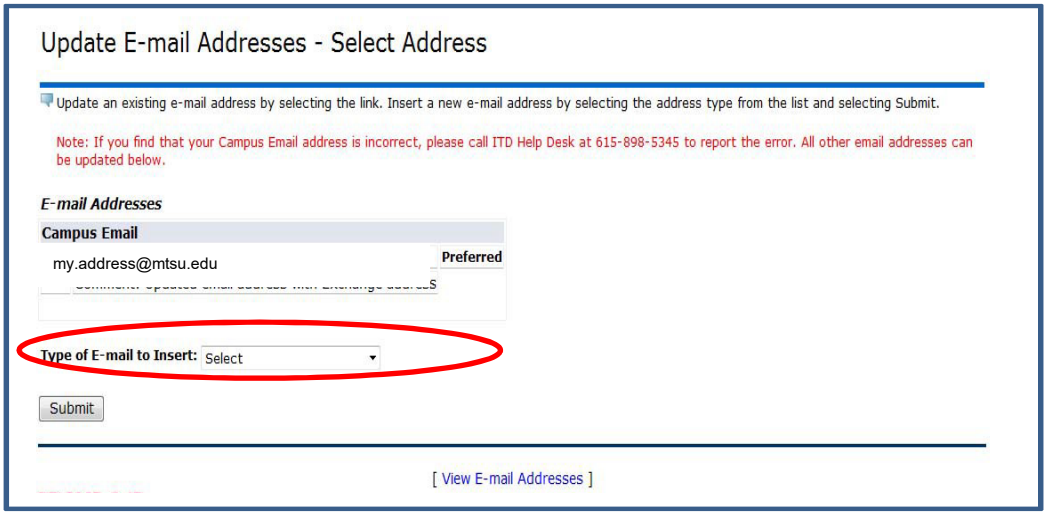
Step 2: Enter your PipelineMT login and password



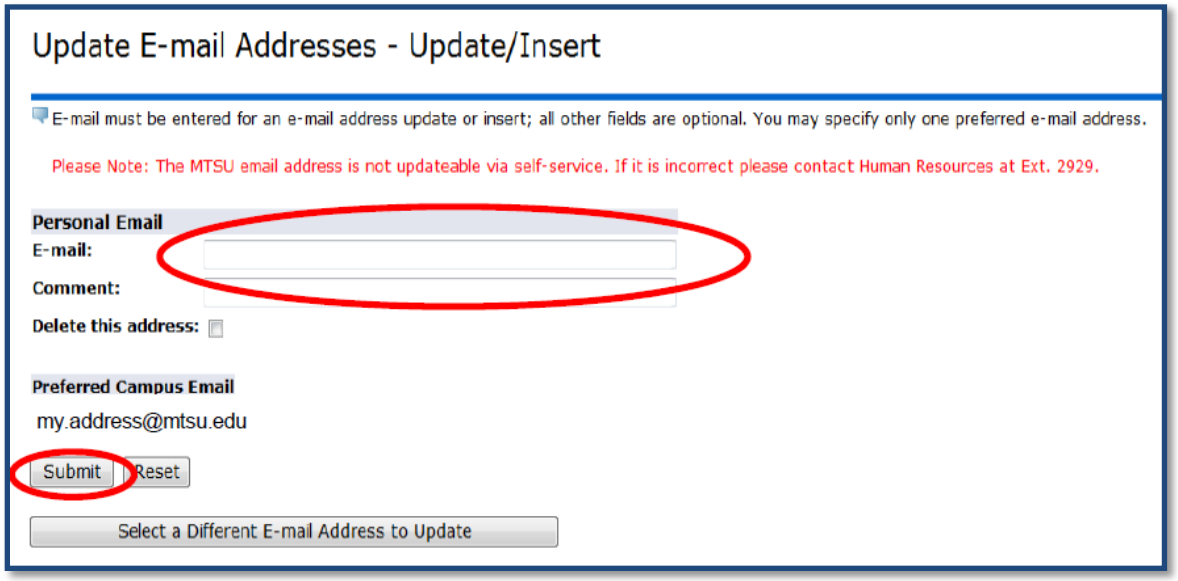
Step 3: In the Personal Information box on the **Home** page, click the "**Email Addresses**" link.



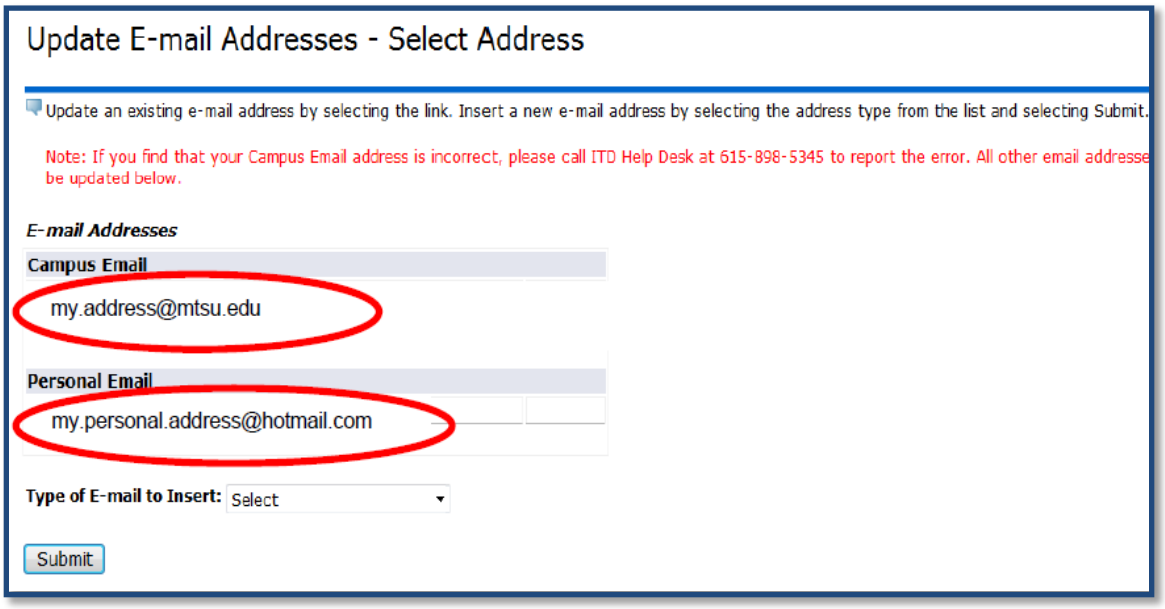
Step 4: In the "**Type of E-mail to Insert**" drop-down box, select '**Personal**'



Step 5: In the *E-mail* address field – enter a current non-MTSU related e-mail address. Then click the **Submit** button.



Step 6: The form will be redisplaying all current registered e-mail addresses. If these are not correct, you may update any listed except the Campus E-mail address.



Step 7: Click the **Logout** button at the top right of the page