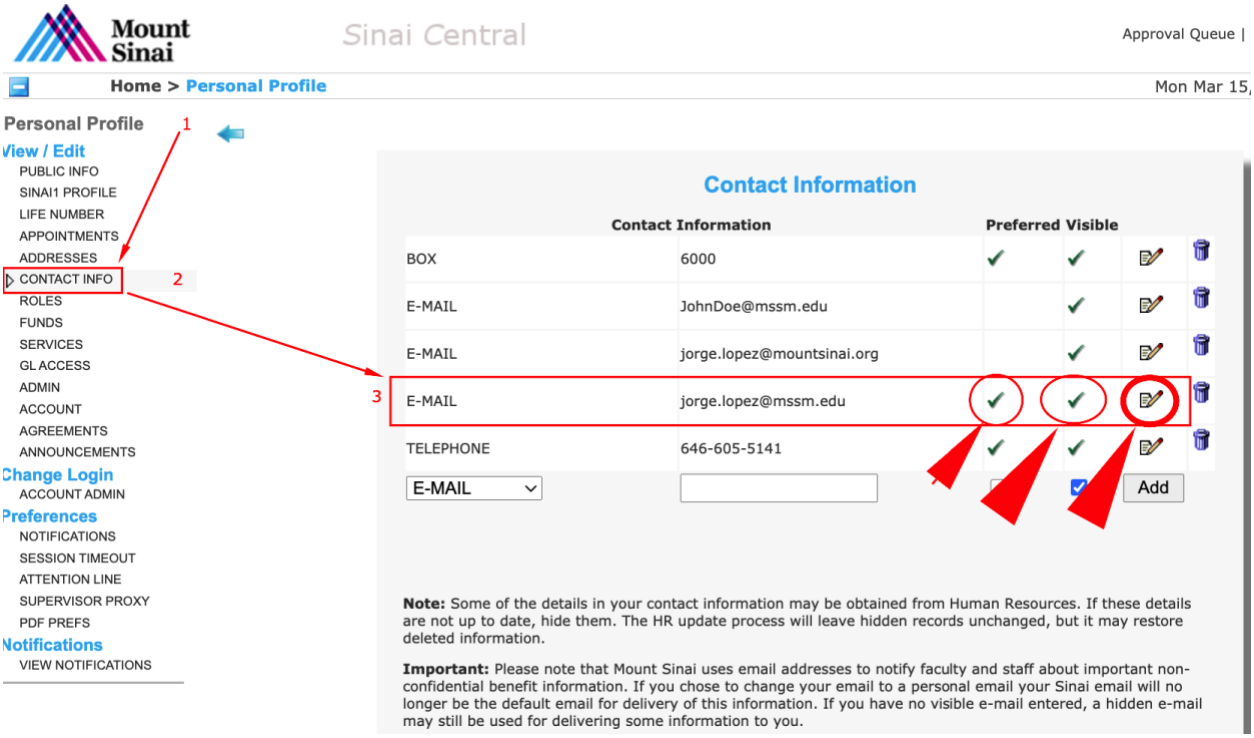
Icahn School of Medicine at Mount Sinai

Instructions for updating Mount Sinai Approved email addresses

1) Log on to https://sinaicentral.mssm.edu or https://sinaicentral.mountsinai.org
2) Personnel Profile > Contact Info Link (left side)
3) If your email is listed, but does not have the check under Preferred column, then click the edit Icon > Check the preferred column box > Save
4) If your email is not listed, then add your email and check the Preferred and Visible box > Save
5) The systems will sync up at 4:00am, so try logging in the next business day.



List of Mount Sinai Approved email addresses:

- nyee.edu
- exchange.mssm.edu
- msnyuhealth.org
- chpnet.org
- mountsinai.org
- mssm.edu
- icahn.mssm.edu
- nychhc.org