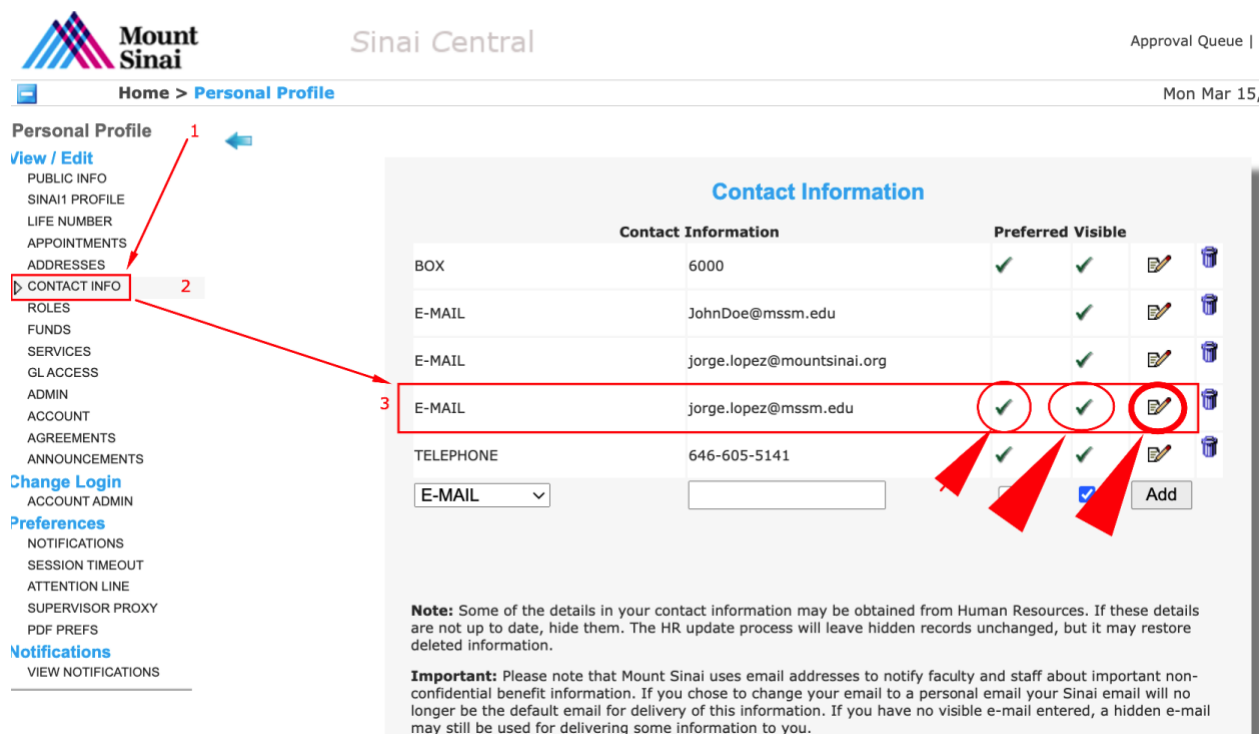


## Instructions for updating Mount Sinai Approved email addresses

- 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.



**Mount Sinai** Sinai Central Approval Queue | Mon Mar 15,

Home > **Personal Profile**

**Personal Profile**

[View / Edit](#)

- PUBLIC INFO
- SINAI1 PROFILE
- LIFE NUMBER
- APPOINTMENTS
- ADDRESSES
- CONTACT INFO**
- ROLES
- FUNDS
- SERVICES
- GL ACCESS
- ADMIN
- ACCOUNT
- AGREEMENTS
- ANNOUNCEMENTS

[Change Login](#)

- ACCOUNT ADMIN

[Preferences](#)

- NOTIFICATIONS
- SESSION TIMEOUT
- ATTENTION LINE
- SUPERVISOR PROXY
- PDF PREFS

[Notifications](#)

- VIEW NOTIFICATIONS

**Contact Information**

Contact Information		Preferred	Visible	
BOX	6000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
E-MAIL	JohnDoe@mssm.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E-MAIL	jorge.lopez@mountsinai.org	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E-MAIL	jorge.lopez@mssm.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TELEPHONE	646-605-5141	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

E-MAIL  ☐ ☒

**Note:** Some of the details in your contact information may be obtained from Human Resources. If these details are not up to date, hide them. The HR update process will leave hidden records unchanged, but it may restore deleted information.

**Important:** Please note that Mount Sinai uses email addresses to notify faculty and staff about important non-confidential benefit information. If you chose to change your email to a personal email your Sinai email will no longer be the default email for delivery of this information. If you have no visible e-mail entered, a hidden e-mail may still be used for delivering some information to you.

### 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