

Add / Delete an email address from my account

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Want to add/delete an email address from your Julie Desk account? Here's how!

How do I add an email address to my account?

In this article we explain how to add an email address to your account and thus give Julie all the information she needs to properly manage your agenda and meetings.

Adding an email address

In order for Julie to effectively organize your meetings, you must contact her via the email associated with your account.

You can add a new email address by sending an email to hello@juliedesk.com from that email address and copying an address that is already associated with the account.

This allows Julie to verify that you are the owner of the new address!

For example:

From: justine@me.com (the address unknown to Julie)

To: hello@juliedesk.com

cc: justine@juliedesk (address I already use for requests to Julie)

Email: Please add my personal email to my Julie Desk account.

How do I delete an email address from my account?

To delete an email address from your account, you have 2 options:

- Use the chat window at the bottom right of your screen on the Julie Desk website.
 - Send us a message at hello@juliedesk.com specifying the email address you wish to delete.
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