

# How do I add an email address to my account?

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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](mailto: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.

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