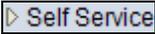
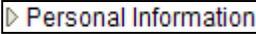
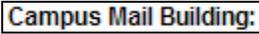
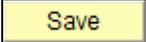


## Update Case Directory Address

Step	Action
1.	Click the <b>Self Service</b> link. 
2.	Click the <b>Personal Information</b> link. 
3.	Click the <b>CASE Directory Address</b> link. 
4.	The Case Directory Address screen appears.  Locate the <b>Campus Mail Building</b> field. If it displays a building in which you or your mailbox are not located, then this location can be changed.  <b>Please note:</b> This field only pertains to the location where your mail is sent, not your physical location on campus. That is set in the Physical Campus Office Address group box, below (directions follow). 
5.	Click the <b>Look up Override Campus Mailing Location</b> button. 
6.	The Look up Override Campus Mailing Location screen appears. In order to search for a building by its name, click the <b>Building</b> column header. 
7.	The buildings are then sorted alphabetically. Because more than 100 locations exist in the search results, you may have to change pages to find your building.  Click the <b>Show next rows</b> button. 
8.	Once located, select the location code of the building to which your mail should be sent from the search results. 
9.	The Physical Campus Office Address group box contains the location of your office.  Click the <b>Office Building</b> list. 
10.	Select the building in which your office is located from the dropdown list. 
11.	If applicable, enter the room number of the office in which you work into the <b>Office Room</b> field.
12.	If you would like your physical office address suppressed from the online directory, click the <b>Suppress Campus Office Address in Online Directory</b> checkbox option.

Step	Action
13.	Click the <b>Save</b> button. 
14.	Click the <b>OK</b> button. 
15.	This completes the process of updating the address that appears with your name in the online directory. <b>End of Procedure.</b>