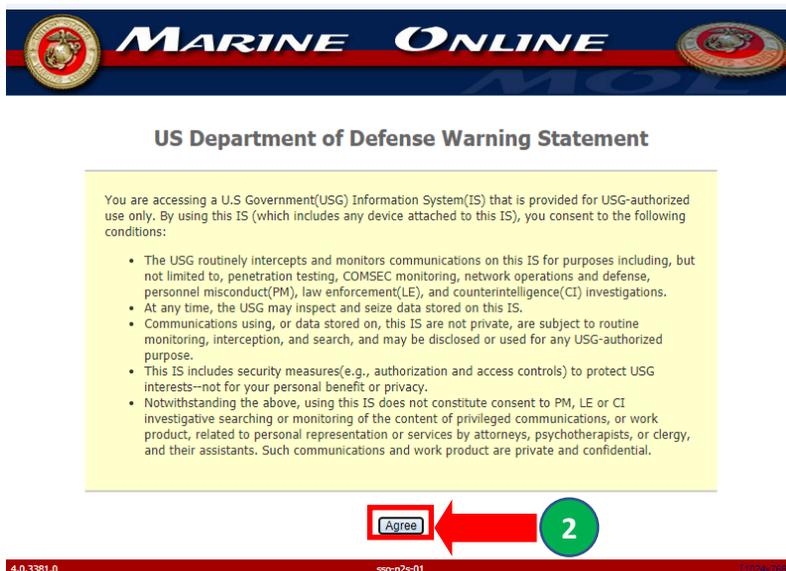


Update Personal Email Address in Marine OnLine (MOL):

Follow the steps below to update your personal email address in MOL.

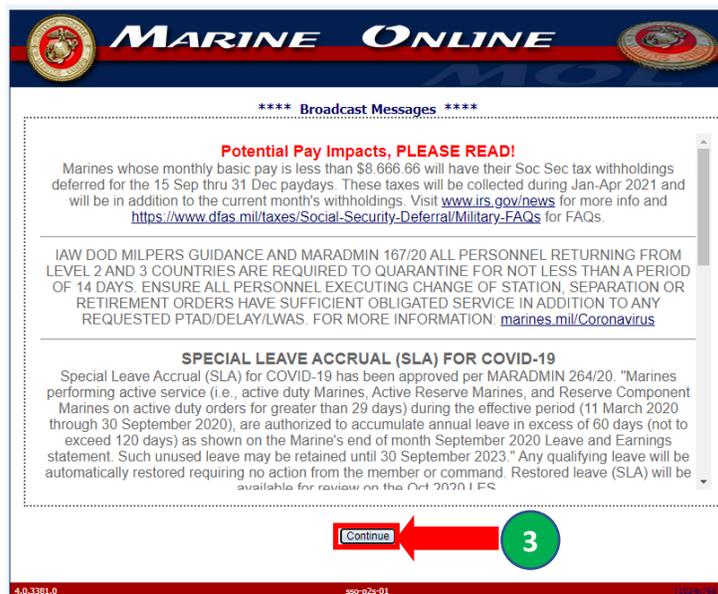
Step 1. Type <https://sso.tfs.usmc.mil/sso/DoDConsent.do> into your web browser.

The **US Department of Defense Warning Statement** is displayed.



Step 2. Click on the  button.

The **Broadcast Message** dialog box is displayed.



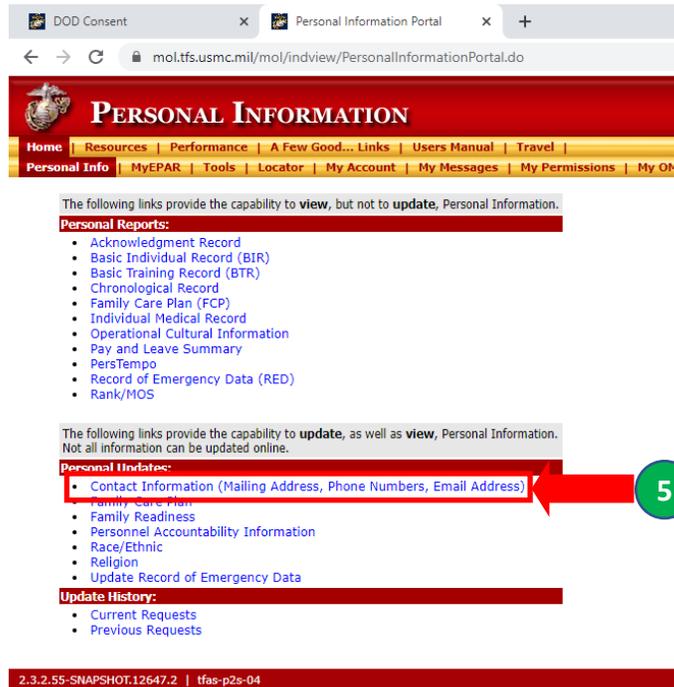
Step 3. Click on the  button.

The *Marine OnLine Home* page is displayed.



Step 4. Click on the **Personal Info** button.

The *Personal Information* page is displayed.



Step 5. Click on the **Contact Information (Mailing Address, Phone Numbers, Email Address)** hyperlink.

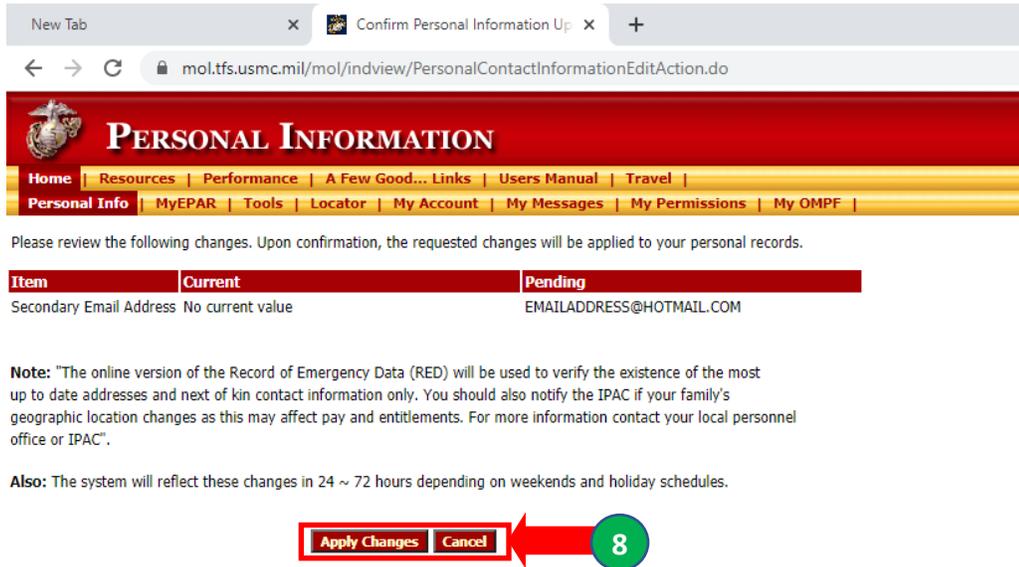
The **Personal Contact Information** page is displayed.

Step 6. Click on the **Edit** hyperlink or the **Add Email** hyperlink.

The **Update Personal Contact Information** page is displayed.

Step 7. Type your person email address in the **Emails** section of the form. Click on the **Submit Changes** button.

The **Personal Information Review Changes** page is displayed.



Step 8. Verify the email address you input is correct.

Is the email address you input correct?

Yes: Click on the **Apply Changes** button.

No: Click on the **Cancel** button to return to the **Personal Information Contact** page. Repeat Steps 6. through 8.

The **Personal Contact Information** page is displayed with your changes in bold.

