3.4 Viewing a Student’s E-mail address
The General Person Email Form is used to maintain an unlimited number of email addresses for all persons associated with U of M. Alternate form is GOAEMAL.

1. Access the General Person Form (SPAIDEN) from the General Menu.

2. In the ID field, enter the U of M ID of the student.
   • If you do not have the ID of the student, click the Search icon to find the student (see pages 5-6 for additional instructions).

3. Perform a Next Block.

4. Select the E-mail tab.
   • The e-mail information will be displayed.
   • Use the scroll bar to the right or down arrow to view additional information.

5. To view another student, click the Rollback icon (or shift F7) and repeat steps 1-3.

6. To return to the General Menu, click the Exit icon (or Ctrl-Q).