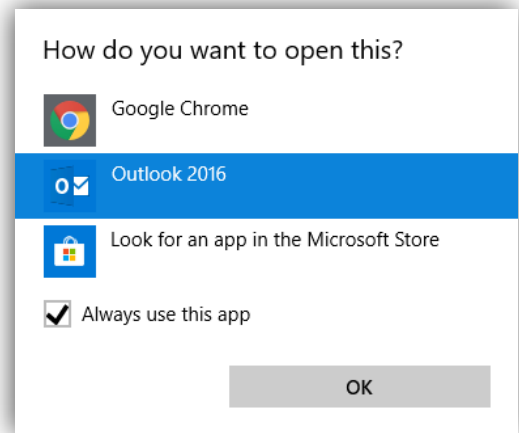


Changing Default Email Application

Some users may be asked to update their default email application within Enroll & Pay. For example, when viewing a class roster, users are able to click on the blue email link under **Current Email Address**.

Enrolled Students										Personalize	Find	Print	First	1-3 of 3	Last
Photo	ID Number	Student Preferred Name	Current Email Address	FERPA	Add/Drop Date	Units	Primary Program	Student Level							
1	1234567	Student, Jayhawk	Jayhawk@ku.edu	<input type="checkbox"/>	06/06/2019	3.00	Liberal Arts&Sci Undergraduate - BiologyBS/Pre-Dr. Medicine/Osteopathic	Freshman							

When clicking on the email address, you may receive the window below. Select the appropriate application, confirm that the **Always use this app** check box is checked and click on **OK**.



Alternatively, you can also go to your computer settings and click on Select Default apps, and choose the email application you would like to default it to.

