

How to view or add e-mail addresses

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How to view or add e-mail addresses



Overview

The E-mail Address form (GOAEMAL) lets you add external e-mail addresses for a person, and view both internal and external e-mail addresses associated with the person.

What type of addresses can you enter here?

You can use GOAEMAL to enter external non-McGill e-mail addresses for:

- Students requesting admission to McGill, who have not yet been admitted.
- Newly hired McGill staff who have not yet been assigned McGill e-mail addresses.

These external addresses can only be viewed in Banner GOAEMAL, not in Minerva.

After 6 months, employees's external e-mail addresses are purged from GOAEMAL.

What type of addresses are uploaded automatically?

Once admitted or hired by McGill ,students, staff and externals are assigned McGill e-mail addresses, known as UEA (Unique E-mail Address).

These UEAs are not entered manually in GOAEMAL; they are assigned by Network and Communications Services (NCS) and then uploaded into Banner.

Once they are uploaded:

- You can view staff UEAs at www.mcgill.ca/directory/staff or the GOAEMAL form in Banner.
- You can view student UEAs at www.mcgill.ca/directory/students or the GOAEMAL form in Banner.
- You can view McGill externals' UEAs in the GOAEMAL form in Banner.



How to view e-mail addresses for a person



How to view e-mail addresses for a person

You will need the person's 9-digit McGill ID, required to view and enter the e-mail address information in Banner.

- 1 On the **Main Menu**, enter GOAEMAL in **Go** to display the GOAEMAL form.

- 2 To fill in the key block:
Enter the person's McGill ID, if known.
or
Click  beside **ID** to search for a person using GVIFIDN.
From the search results, select the appropriate person to bring the person's details into the GOAEMAL form.
- 3 Next Block  to display the e-mail information associated with the specified ID.
- 4 Use the scroll bar to scroll through the list of addresses.
- 5 To view another person's address, click **Rollback**, and enter a new ID.



How to add an e-mail address

- 1 In **E-mail Type**:
 - Enter the two-character code if known, such as **EL** for Private/Non-McGill E-mail.
or
 - Double-click to select from a list of codes.
- 2 Enter the **E-mail Address**, using the formatting standards in “General Person Data Entry Standards” at http://www.is.mcgill.ca/whelp/howto/data_entry_standards.pdf.
- 3 Check one or more of the checkboxes.

Check this ...	To indicate this ...
Preferred	The preferred address to use when e-mailing the person. Only one of the person’s e-mail addresses can have Preferred status.
Inactive	Whether the address is active or inactive. Checking this box automatically unchecks the Preferred box.
Display on Web (default) <div data-bbox="668 1060 748 1152" style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;"><i>Note</i></div>	Whether the person’s address should appear on the web. Should be checked ONLY for a person’s McGill email address (UEA).
URL	Display only.

- 4 Enter up to 60 characters in **Comment**, if necessary.



Related tasks and forms

Use this form ...	To do this ...
<p>GYAIDEN (Personal Information Form)</p> <div data-bbox="783 456 865 548" style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 200px;"> <p><i>Note</i></p> </div>	<p>Create a person in the Banner database.</p> <p>Once the person has been admitted as a student, or assigned a job as an employee, you can no longer update the information entered in GYAIDEN. If it is necessary to update such information, contact ARR (for students) or Human Resources (for employees).</p>
<p>GYAADDR (McGill Address Maintenance form)</p>	<p>View or update the person's address, phone number, or emergency contact information</p>
<p>GUASYST (System Identification form)</p>	<p>View the role(s) of the person (i.e. whether the person is a McGill student, employee, and so on).</p>



Field descriptions for GOAEMAL

	Item	Description
1	ID (Required)	The 9-digit McGill identification number of the person.
2	E-mail Type	<p>A code to identify the type of e-mail address.</p> <p>AF — Temporary - from HR Appointment Form. Used for new hires, before they are assigned a UEA by NCS.</p> <p>EL — Non-McGill, external e-mail address. Commonly, this is the e-mail address on a student's application form, entered into Banner for contact purposes until the student registers and is assigned a UEA by NCS.</p> <p>MCGE — McGill e-mail (Employees). UEA for a McGill Employee, assigned by NCS and loaded into Banner.</p> <p>MCGS — McGill e-mail (Students). UEA for a registered McGill student, assigned by NCS and loaded into Banner.</p> <p>MCGX — Non-McGill e-mail (external, e.g. affiliated hospital employees, contractors, etc.) UEA for a registered McGill external, assigned by NCS and loaded into Banner.</p>
3	E-mail Address	A 100-character field in which to enter the e-mail address.
4	Preferred	<p>If checked, indicates that the e-mail address is the preferred contact address.</p> <p>Only one of the person's e-mail addresses can have Preferred status. Checking this box more than once triggers any error message upon saving.</p> <p>Checking the Inactive box automatically unchecks this box.</p>
5	Inactive	<p>If checked, indicates the address is active.</p> <p>Checking this box automatically unchecks the Preferred box.</p>

Field descriptions for GOAEMAL



	Item	Description
6	Display on Web	If checked (the default), the e-mail address appears on the web, as long as it is a McGill internal e-mail address. Do not check unless the the E-Mail Type is a McGill internal address (UEA).
7	URL	Display only.
8	Comment	A 60-character free format field to enter e-mail related comments.