Updating Email Address In SOAR

1. Go to [https://info.usm.edu/soar](https://info.usm.edu/soar)

2. Click on Log in To Soar using “w” and then your Empl ID and SOAR password
3. Log into SOAR
4. Click on Self Service

5. Click on USM Self Service
6. Click on Update Online Directory Info

From here you can update your display name
7. Select your Display Name, which can be your First, Middle or Last Name

8. Click on the magnifying glass to search the list of name to use a nickname
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9. Search the list by entering the first (or more) letter into the search box

If you would like to use a nickname not available from the nickname search, please contact the iTech Help Desk at 601-266-4357 to have it added.

10. After clicking on the correct nickname, the system returns to the Display Name Page and updates the nickname.
11. To display your middle initial, type it in the appropriate box.

12. Click Save.

**IMMEDIACY OF CHANGES:**

Change updates within 15 to 45 minutes but appears as listed below depending on how Outlook is accessing:

- Immediately in Outlook Web Access/Outlook Web Mail; and
- Within up to 24 hours for Outlook desktop clients/programs.