

For up-to-date information on available technology resources during the Coronavirus pandemic, see our [Computing Availability During COVID-19](#) article.

Set Your Primary Email Address in Penn Directory

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Many software services at Penn rely on an email address for identifying you. For this reason, you will need to choose a primary address and enter it in the Penn Directory.

Before You Start

You will need one or more of the following before you can complete this task:

- A Pennkey account
- A Wharton account

Students

In most cases, Wharton students will want to set their Wharton address as their primary address. However, here are some situations where that might be different:

- Dual Degree students have two email addresses, one for each degree program.
- Students forwarding to a personal email address may wish to consider which address they prefer to list as a primary address in the Penn Directory.

Services that Use Penn Directory Listing

Keep in mind that the following services use the listing in the Penn Directory as their email address of record:

- Penn Canvas
- Study.Net
- **Virtual Meetings** -- requires a Penn email address as the primary address.
- Penn Emergency Notifications (for Faculty and Staff)
- **Wharton Slack**

Set Your Default Listing

To make your Wharton email address your primary address, follow these steps:

1. Navigate to the **Penn online directory**: <http://www.upenn.edu/directories/>
2. Click the **Update directory listings** link and **log in** with your Pennkey credentials.
3. Click **Manage Public Profile**
4. Edit the **Email field** to make Wharton your primary address.

Questions?

Students - [Wharton Computing Student Support](#)

Faculty - Academic Distributed Representatives

Staff - Administrative Support
