

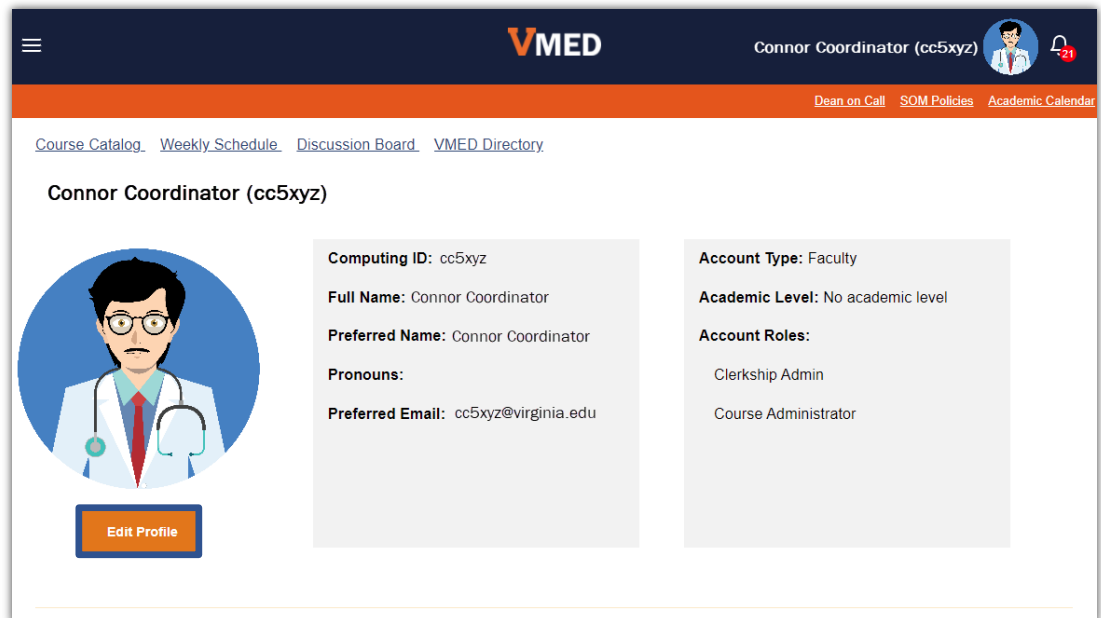
Some VMED applications will send emails or text messages to notify users of meetings, tasks, actions required, or other important information. In order to receive these, you must have an email address and/or mobile number in your VMED Profile.

- [Set Communication Preferences](#)
- [Update Your Preferred Email/Mobile Number](#)

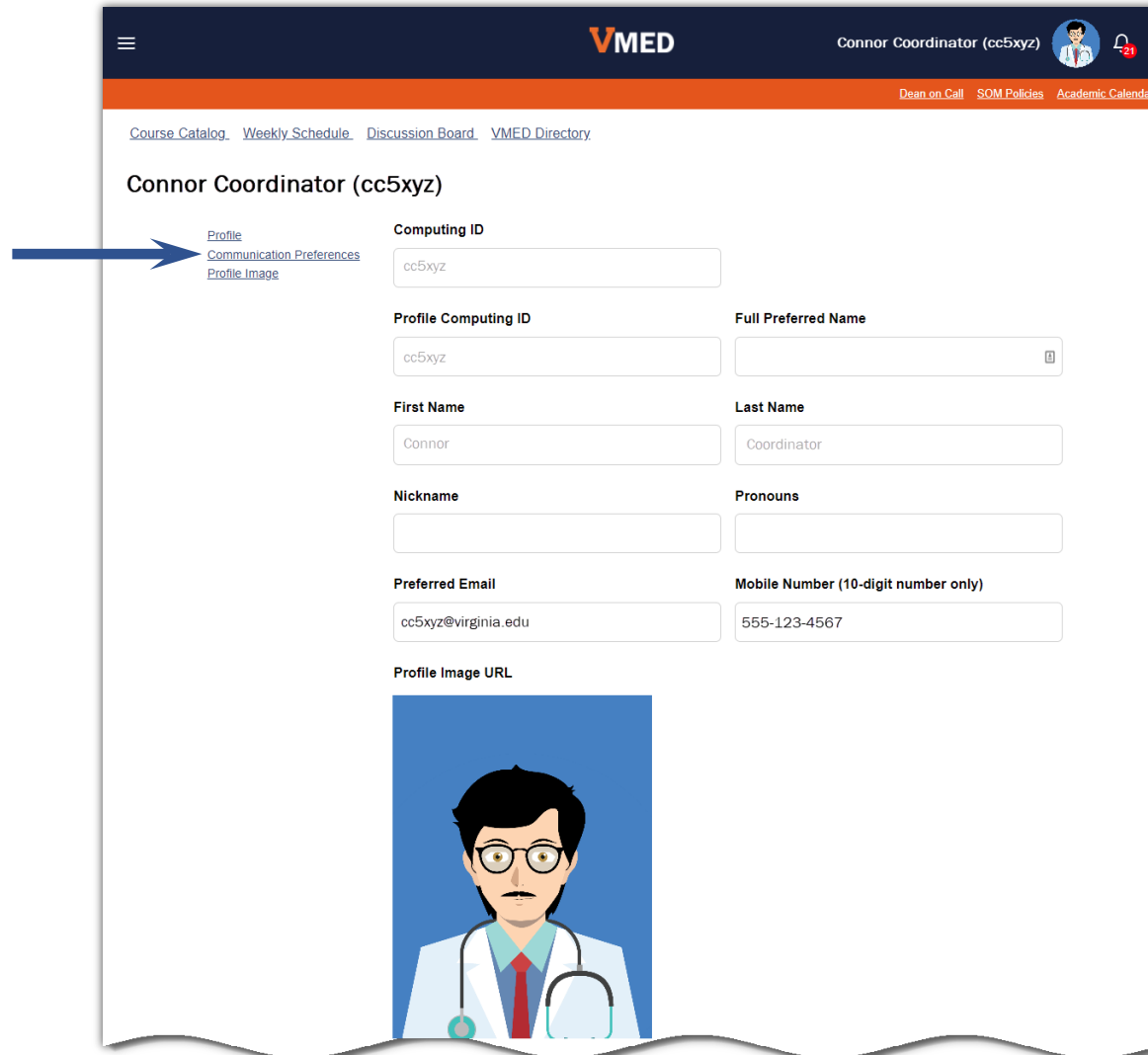
SET COMMUNICATION PREFERENCES

To view/change your communication preferences:

1. Select your picture in the top right corner of VMED to open your Profile.
2. Click **Edit Profile**.



3. Click Communication Preferences.



You must have a Preferred Email and/or Mobile Number listed in your VMED Profile to receive emails and/or text messages from VMED applications!
To verify your information, see the [Update Your Preferred Email/Mobile Number](#) section in this document.

4. The **Communication Preferences** page displays.



5. Select checkboxes to receive email and/or text messages from the applications shown, or Clear checkboxes to no longer receive email and/or text messages.

6. Click **Save**.

UPDATE YOUR PREFERRED EMAIL/MOBILE NUMBER

To update your information:

1. Select your picture in the top right corner of VMED to open your Profile.
 2. Click **Edit Profile**.
 3. Enter/update your **Preferred Email**.
 4. Enter/update your **Mobile Number**.
 5. Click **Save**.
- The following information will also be updated in the VMED Directory once you update it in your VMED Profile:
 - **Students:**
 - Mobile Number
 - Pronouns
 - **Faculty/Staff:**
 - Preferred Email

The screenshot displays the VMED profile management page for Connor Coordinator (cc5xyz). The page includes a navigation bar with links for Course Catalog, Weekly Schedule, Discussion Board, and VMED Directory. The profile information is organized into several sections:

- Computing ID:** cc5xyz
- Profile Computing ID:** cc5xyz
- Full Preferred Name:** (empty field)
- First Name:** Connor
- Last Name:** Coordinator
- Nickname:** (empty field)
- Pronouns:** (empty field)
- Preferred Email:** cc5xyz@virginia.edu
- Mobile Number (10-digit number only):** 555-123-4567
- Profile Image URL:** (empty field)

A profile picture of a doctor is shown at the bottom of the form. The Preferred Email and Mobile Number fields are highlighted with a blue border, indicating they are the focus of the update process.

Fields prepopulated with light grey text cannot be changed. At this time, this includes Preferred Email for Students.

CONTACTS

- **Technical Support:** Contact Medical Education Technology Support (mededweb@virginia.edu).
- If you have feedback or suggestions for any of the VMED applications, select the **Feedback** link in your VMED footer.