Update Your UC Berkeley CalNet Directory Listing

CalNet Directory [https://calnet.berkeley.edu/directory/](https://calnet.berkeley.edu/directory/)

1. Go to Update Your Directory Listing [https://calnet.berkeley.edu/directory/update/](https://calnet.berkeley.edu/directory/update/)

2. Click **Authenticate** button
3. Log in with your CalNet ID and Passphrase

4. Click **Edit Address Information** button (or **Edit Person Information** to change the way your name is displayed, add Degree Title, etc.; an "Official Email Address" ending in berkeley.edu is required and cannot be changed to a non-bMail address.)
5. Under **Options** (far right), click **Edit**

6. Under **Email Information**, add or confirm your **Email Address**, and check the box next to "Yes, release my Email Address so others can see it."

7. Click **Update** button. You should then see "**You have successfully updated your directory entry**" at the top of the page.