Create a Scan to Email Account on the Konica Minolta Copiers

1. Tap the touch screen to wake-up the copier
2. If needed, tap the **HOME** button in the lower left corner of the touchscreen.
3. Tap **Address Book**.
4. Tap **New** at the bottom of the touchscreen
5. For **Address Type**, select **E-mail**
6. Use the on-screen keyboard to enter your **name** and your **@sjsu.edu** email address
7. If you scan to email frequently, tap to select **Favorites** under the name section
8. Click **Register**

You are now entered into the address book.

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