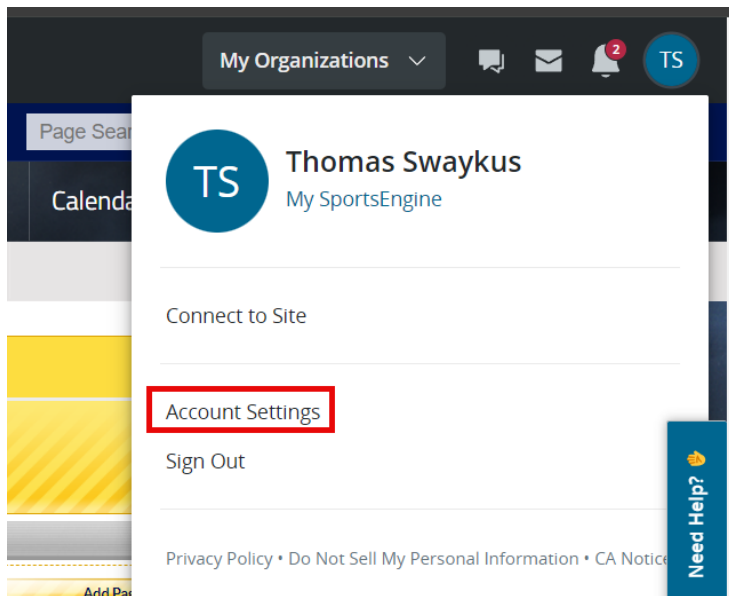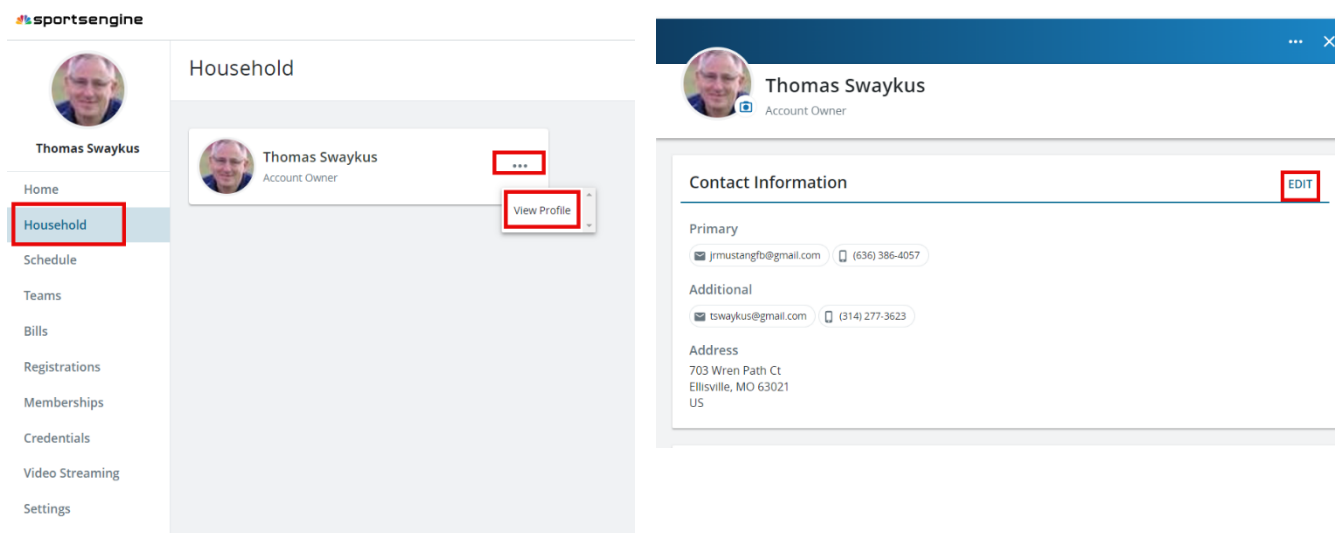First navigate to the upper right corner of the page, click your initials, and click Account Settings

Start in Household, Click three dots (…) and then View Profile…then Edit Profile to add an extra email / phone

Next Choose Settings | Communication Preferences and choose which emails / phones you want to use. ==NOTE!! If you choose your phone, messages will also be sent as a text message to you, which some prefer (including me 😊) because I see them more quickly than I do my email.==