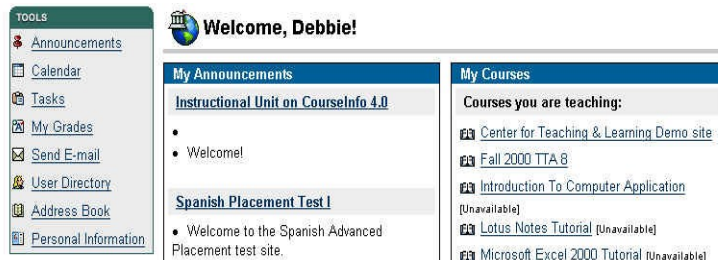


## How to Change your E-Mail Address in Blackboard



1. Login to Blackboard
2. Once you have logged in you should be on the My Institution page, that says Welcome.
3. In the upper left hand corner you will see the box called Tools, click on Personal Information.
4. Then click Edit Personal Information
5. You will see the text box for your e-mail and you can edit it.
6. After editing be sure to scroll to the bottom and click on Submit.