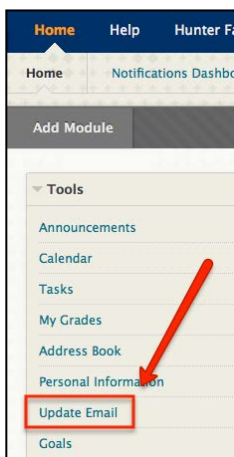


## Changing Your Email Address in Blackboard

The email address associated with your Blackboard account is used for communication among Blackboard users. If the email address listed is not your primary email address, you may change it to another CUNY email address.

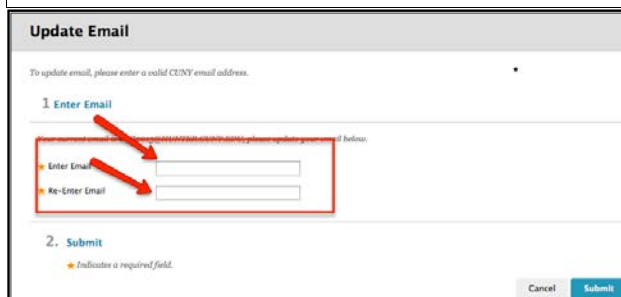
To change and verify your current email address in Blackboard:

1. Locate the **Update Email** link in the **Tools** area on left side of the Blackboard home page.



2. Enter and re-enter your desired **CUNY** email address. Blackboard only accepts email addresses that are assigned by CUNY (for example, jdoe@hunter.cuny.edu)

**NOTE:** This will not change the email address used in the CUNY Portal or any other CUNY system. It will only change the address used for email sent through Blackboard.

A screenshot of the 'Update Email' form in Blackboard. The form has a title 'Update Email' and a subtitle 'To update email, please enter a valid CUNY email address.' Below the subtitle, there are two input fields. The first field is labeled '1. Enter Email' and the second field is labeled '2. Re-Enter Email'. Both fields are highlighted with a red box and a red arrow. At the bottom of the form, there is a 'Submit' button and a 'Cancel' button. A legend indicates that a yellow star icon indicates a required field.

3. Click **Submit** to finish and to save changes.

If you have further questions, faculty members can email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or [studenthelpdesk@hunter.cuny.edu](mailto:studenthelpdesk@hunter.cuny.edu).