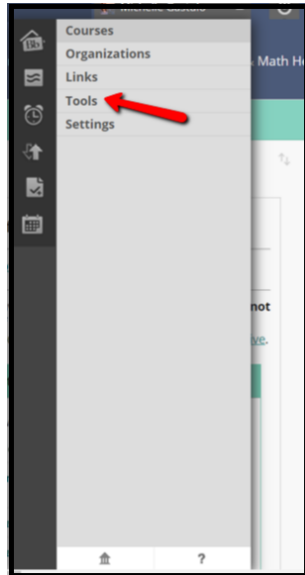


The email address associated with your Blackboard account is used for communication among Blackboard users. If the email address listed is not your primary email address, you may change it to another CUNY email address.

To verify and change your current email address in Blackboard:

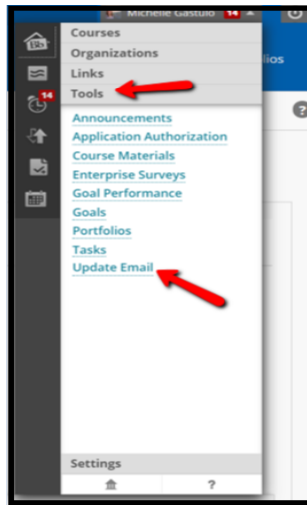
1. Locate the **Global Navigation** link (where your name appears) on the right hand side of the Blackboard home page. Click on Tools and Update Email.



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3. Once your email is updated, click **Submit**. **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. At the top, it says 'Update Email' and 'To update email, please enter a valid CUNY email address.' Below this is a section titled 'ENTER EMAIL'. A message states: 'Your current email is michelle.gustulo@sunysb.edu, please update your email below.' There are two input fields: 'Enter Email' and 'Re-Enter Email'. Two red arrows point to each of these input fields. At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit'. A red arrow points down to the 'Submit' button.