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**.

   ![Global Navigation link](image)

   ![Update Email](image)

2. Blackboard will indicate "Your current email is example@cuny.edu." You may update your email to any CUNY email address. Blackboard only accepts email addresses that are assigned by CUNY (for example, jdoe@campus.cuny.edu).

   If you don't see your current email displayed below "Enter Email". Please click the question mark icon in the top right hand corner of your Blackboard screen.

   To change your email, type in your new email into "Enter Email" and again in "Re-enter Email"
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.