

Adding your personal email to Xello

Log in to Xello through Classlink

Update your email address to a personal address

1. On any page in Xello, from the top right corner, students click their avatar to open a menu.
2. From the menu, they click **Account** to open their profile details.
3. In the **Personal** section, students click the **Add email address** link to insert their personal email address.
 - A validation email is sent to the newly added address.
4. Once the student validates their personal email address, it becomes the primary address for notifications from Xello.

The screenshot shows the Xello user interface. At the top, there is a navigation bar with icons for Home, About Me, Explore, and Plans. On the right side of the navigation bar, there is a search icon, a heart icon, and a user avatar icon. A red box with a white number '1' is placed over the user avatar icon. Below the navigation bar, the main content area is divided into two sections: 'PERSONAL' and 'SYSTEM'. The 'PERSONAL' section contains a form with fields for Name, Address, and Mobile Number. The 'SYSTEM' section contains a form with an 'Email' field. A red box with a white number '2' is placed over the 'Account' link in the right sidebar. A red box with a white number '3' is placed over the 'Add' button in the 'Email' field.

xello

Home About Me Explore Plans

Profile sharing: On [Change](#)

Messages

[Account](#)

Log out

PERSONAL

Name Margaret Blume

Address 132 Main St
Cambridge
Postal code

Mobile Number 123-123-1234

Email [Add](#)

SYSTEM

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