

Changing Your Blackboard Email Address Quick Guide

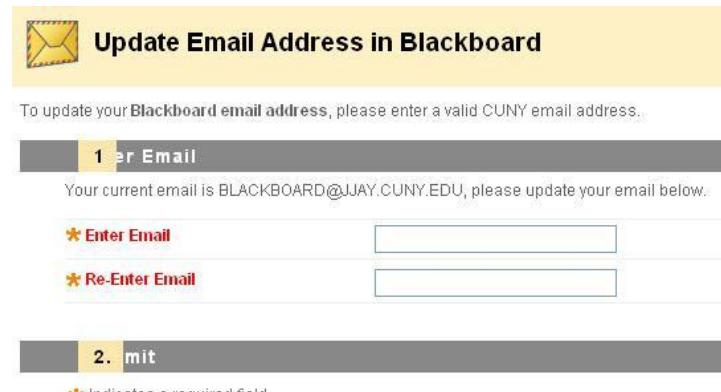
Entry fields indicated with an asterisk are required.

Changing email addresses in Blackboard is an easy two step process. Please note that the change function requires you to enter a CUNY email address.

1. Access Blackboard and locate the **Tools** module on your Home tab. This should appear at the top of the left-column. Click the link labeled **Update Email**.



2. On the Update Email Address screen, enter your John Jay email address twice, and hit **Submit** at the bottom.

A screenshot of the "Update Email Address in Blackboard" form. The title bar says "Update Email Address in Blackboard". The instructions say "To update your Blackboard email address, please enter a valid CUNY email address." There are two input fields: "Enter Email" and "Re-Enter Email", both marked with an asterisk to indicate they are required. Below the fields is a "Submit" button. A note at the bottom says "Your current email is BLACKBOARD@JJAY.CUNY.EDU, please update your email below." A legend at the bottom right says "Indicates a required field.".