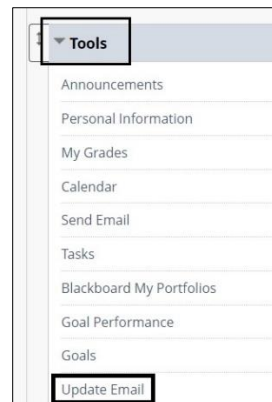




## Update Email in Blackboard

The correct CUNY email in Blackboard is important for receiving email announcements, dashboard notifications and assignment submission receipts. Blackboard is an email relay, there is no sent item folder to review what has gone out. An email receipt will be sent to the user when using the Send Email tool.

1. Login into Blackboard.
2. On the **Home Tab (before entering a course)** > Under the **Tools Module** > Select **Update Email** link.



3. Under **Enter Email**, it will display what email address you currently have in Blackboard. Enter a **current CUNY email address** to update. Re-enter to confirm email. **Press Submit** to update.

A screenshot of the 'Update Email' form in Blackboard. The form has a title 'Update Email' and a sub-header 'ENTER EMAIL'. Below the sub-header, there is a text box containing the current email address: 'Your current email is BLACKBOARD@JJAY.CUNY.EDU, please update your email below.' Underneath this, there are two input fields: 'Enter Email' and 'Re-Enter Email'. Above the input fields, there is a small text box with the instruction: 'To update email, please enter a valid CUNY email address.'

**Note:** Only **CUNY email addresses** can be entered in Blackboard. Only **one** email can be used at a time.

For more information and assistance, please email DOES Blackboard Support at [blackboard@jjay.cuny.edu](mailto:blackboard@jjay.cuny.edu)