

How to Change your email address in Blackboard Learn 9

If you would like to receive Blackboard 9 emails at a different email address (other than your tarleton.edu address), follow the steps below:

1. Log into Blackboard
2. Click on the **Down Arrow** beside your name on the top right-hand side of the page
3. Click **Personal Information**
4. Click **Edit Personal Information**
5. Under the **Personal Information** area, change your **Email** address to your new address
6. Click **Submit**

