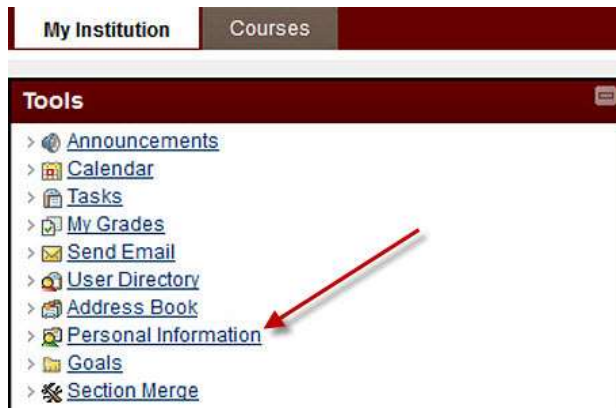



Update E-mail in Blackboard

1. **Blackboard** allows **E-mail** messages to be sent to a private outside **E-mail Address**. To take advantage of this feature, you should **update your E-mail Address** within the **Blackboard** system.
2. From the **My Institution** page under the **Tools** module, click on the **Personal Information** link.



3. Click the **Edit Personal Information** option.

Edit Personal Information 
Edit your Personal Information. Personal Info

4. **Update your E-mail Address** in the **E-mail** field.
 - a. If you are using your **W.C.C. Student E-mail Account**, make sure you put in the correct format. Your **Student E-mail** is your first initial, last name, last four of SSN followed by **@student.wallace.edu**. For example; jdove1234@student.wallace.edu.
 - b. If you are using your Personal E-mail Account, make sure you put in the correct format (yahoo.com, gmail.com, hotmail.com, and etc.).

Email  **name@student.wallace.edu**

5. Click **Submit**.

Cancel **Submit** 

6. Most Instructors will require you to **update your E-mail Address** to ensure that you receive important information and notices. You should regularly check your **E-mail** for new messages. As a Student of W.C.C., you are responsible for **Updating your E-mail Address** and **checking your E-mail Account** listed on a regular basis.

