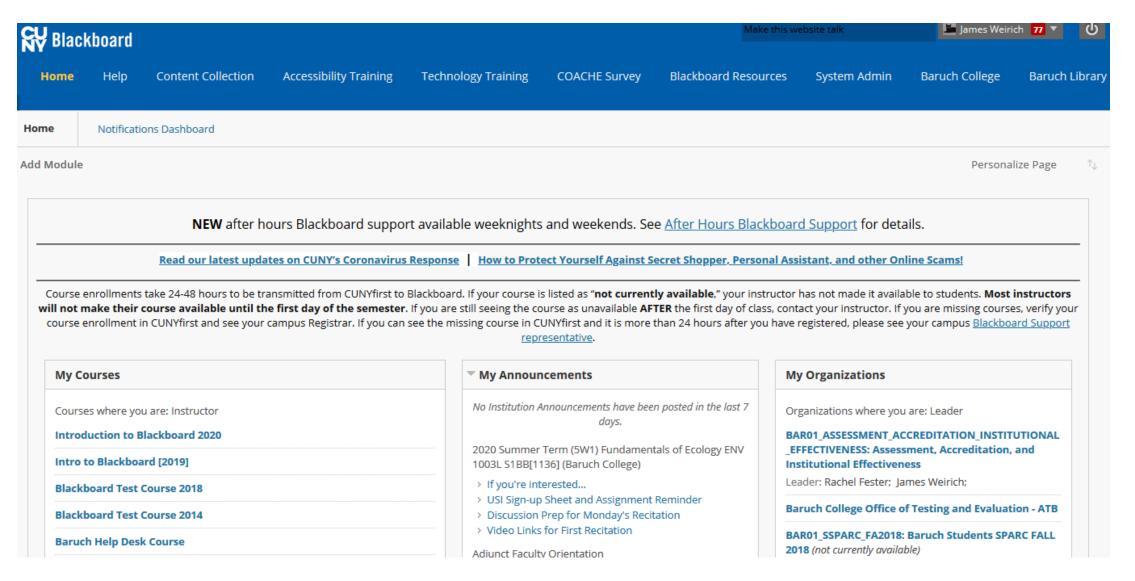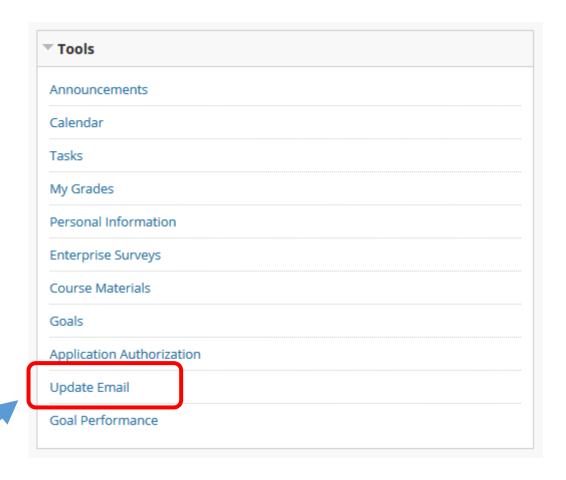**How to Update Your Email Address on Blackboard**

1. Log in to Blackboard, and stay on the screen where you see your *My Courses* list. Locate the

Tools section.

2. Click *Update Email*.

3. *Enter a valid CUNY email address*. Blackboard will only accept a valid CUNY email address.

Click **Submit** to finalize changes.