BLACKBOARD TIP

CHANGE EMAIL ADDRESS

Situation:
You want to receive Blackboard mail in the inbox you read most often outside of the Blackboard course.

Approach:
1. From the Global Navigation Menu select Settings → Personal Information.
2. Then select “Edit Personal Information”.
3. Type the new email address into the Email text box.

Student’s Perspective:
The default student email address in Blackboard is his name@students.pccc.edu address. Each student can change their email address to any working email address.

Caveats:
- Blackboard Messages are different from Blackboard eMail. All Blackboard Messages go to the Blackboard inbox in the course!

Example:
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2. Then select “Edit Personal Information”.

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