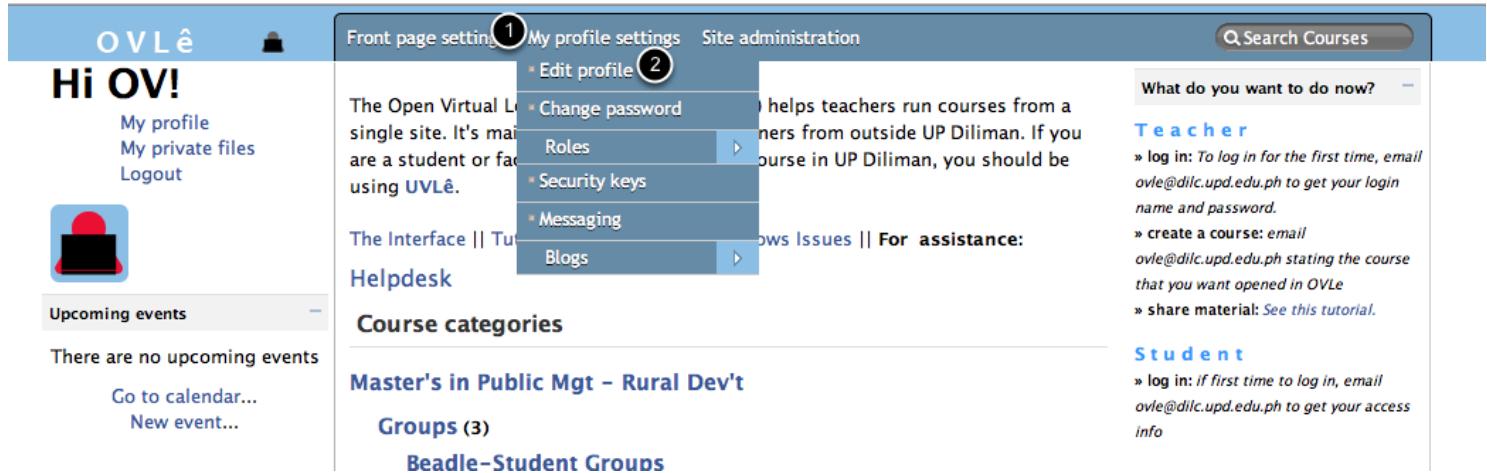


## How to change or update email address

This page details the way to change or update email address

### Step 1: Click on My profile settings



The screenshot shows the OVLe (Open Virtual Learning Environment) interface. At the top, there is a navigation bar with the OVLe logo, a user icon, and a search bar labeled 'Search Courses'. Below the navigation bar, the main content area has a sidebar on the left. The sidebar includes a 'Hi OV!' greeting, links for 'My profile', 'My private files', and 'Logout', and a 'Upcoming events' section which states 'There are no upcoming events' and has links for 'Go to calendar...' and 'New event...'. The main content area has a 'Front page settings' section with a sub-menu. The 'My profile settings' option is highlighted with a red circle labeled '1'. Under this, the 'Edit profile' option is highlighted with a red circle labeled '2'. Other options in the sub-menu include 'Change password', 'Roles', 'Security keys', 'Messaging', and 'Blogs'. To the right of the sub-menu, there is a text block about course management and a 'What do you want to do now?' section for 'Teacher' and 'Student' roles, each with a list of links.

After logging in on OVLe, click on My profile settings from the top menu and click on (1) Edit profile.

## Step 2: Click on the box next to Email Address

OV Lé  My profile settings Site administration

Home My profile settings Edit profile

Hi OV!

My profile  
My private files  
Logout



**General**

Username\* OVUPDILC

Choose an authentication method Manual accounts 

New password    Unmask

Force password change 

First name\* OV

Surname\* UPDILC

Email address\* Required

Email display Allow only other course members to see my email address 

Here, type in your email address. This will be your mailing address so make sure that the email address you enter here is active.

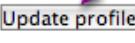
## Step 3: Saving your profile

Other Contact Details

Alternative Email

Facebook

Twitter





There are required fields in this form marked\*.



Scroll down up to the end of the page. Click on Update profile to save the changes you made.