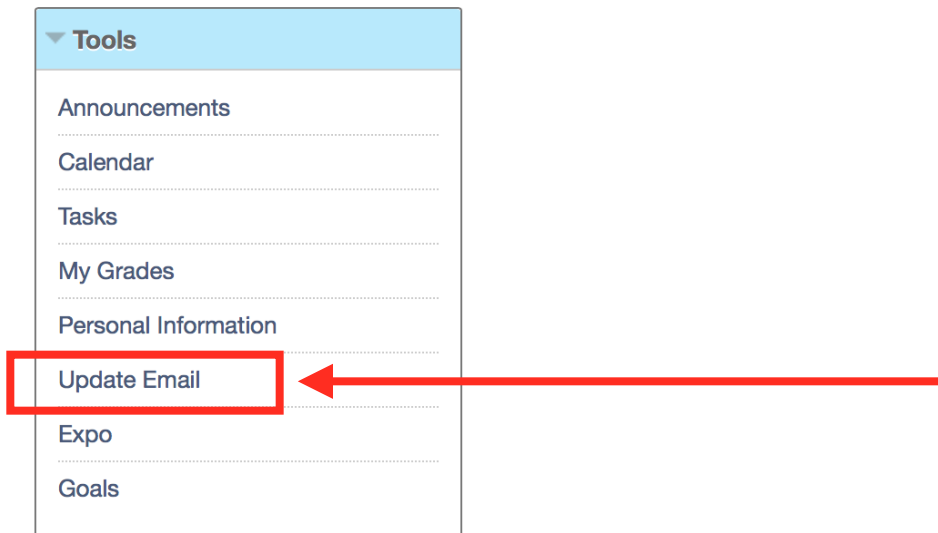


UPDATE YOUR EMAIL LINK IN BLACKBOARD

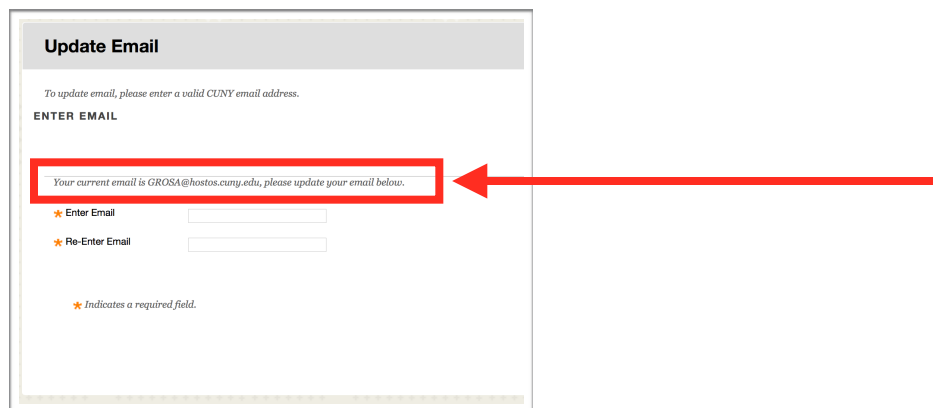
To be able to send and receive emails through Blackboard, as well as to receive Announcements that the course instructor posts and chooses to also send through email, you must have your Hostos email address linked in Blackboard. Your Hostos email address linked to Blackboard is not completely automatic. With some students there is no address linked, with others there is a different address, either a CUNY or a personal address.

If you have any of these problems you can fix them by resetting your email address in Blackboard with your current Hostos address.

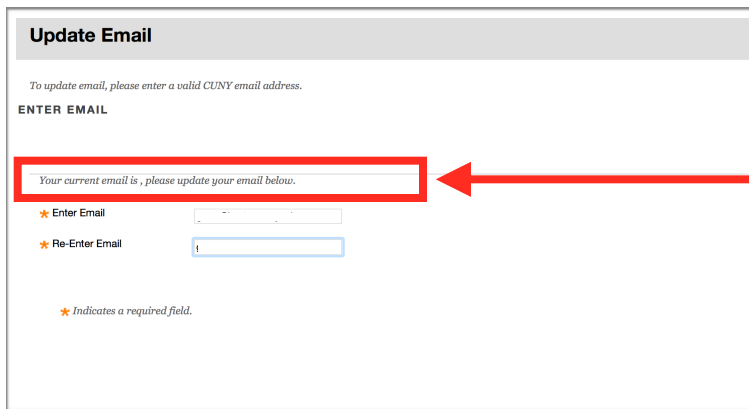
In your Blackboard Home Tab, in the Tools Module on the upper left, click on **Update Email**



If you have an email address linked to Blackboard, the Update Email tool will state the address:

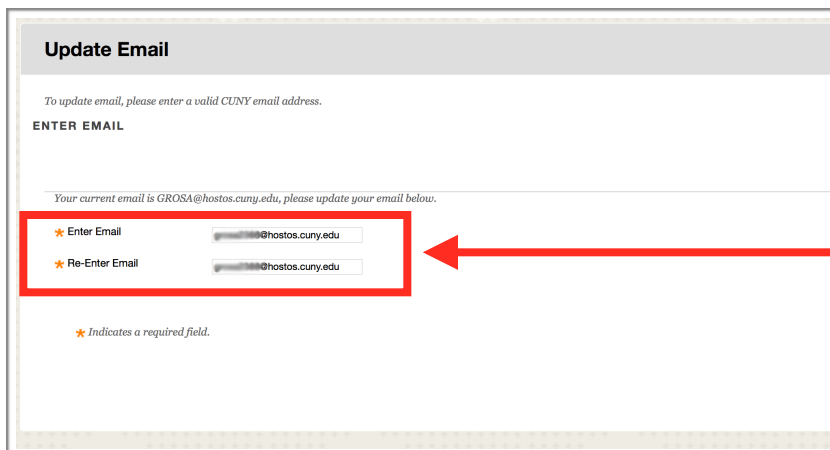
A screenshot of the 'Update Email' form in Blackboard. The form has a title 'Update Email' in a grey header. Below the title, it says 'To update email, please enter a valid CUNY email address.' and 'ENTER EMAIL'. A red rectangular box highlights the text 'Your current email is GROSSA@hostos.cuny.edu, please update your email below.', with a red arrow pointing from the right towards it. Below this, there are two input fields: 'Enter Email' and 'Re-Enter Email', both preceded by an orange star icon. At the bottom, a note says '★ Indicates a required field.'

If your email is not linked to Blackboard, the tool will look like this. No address is stated.



The screenshot shows the 'Update Email' form. At the top, it says 'Update Email' in a grey header. Below that, a message reads: 'To update email, please enter a valid CUNY email address.' Underneath is the section 'ENTER EMAIL'. A red box highlights a text input field with the placeholder text 'Your current email is , please update your email below.' A red arrow points from the right towards this field. Below the highlighted field are two required fields, each marked with an orange star: 'Enter Email' and 'Re-Enter Email'. A legend at the bottom states '★ Indicates a required field.'

For either case, to update your email address, enter then reenter your Hostos email address in the required fields, then click the Submit button.



The screenshot shows the 'Update Email' form with an existing email address. The header and introductory message are the same. The 'ENTER EMAIL' section now shows 'Your current email is GROSA@hostos.cuny.edu, please update your email below.' A red box highlights the 'Enter Email' and 'Re-Enter Email' fields, which both contain the email address 'GROSA@hostos.cuny.edu'. A red arrow points from the right towards these fields. The legend at the bottom remains the same: '★ Indicates a required field.'

Blackboard is now linked to your Hostos email

Update Email

Your email has been successfully changed to grosa@hostos.cuny.edu. You should be getting a confirmation email shortly.

Monday, December 21, 2015 11:24:51 AM EST

[OK](#)