

Configuring

[Configuring](#) / [Notifications](#) / [Email](#) / Changing your email address

Changing your email address

Users defined in the RICOH ProcessDirector system can change their own email addresses.

To change your email address:

1. Click the user icon in the top right corner and select **Preferences**.
2. Enter the email address where you want to receive notifications in the **Email address** field.
The value must match the format of a valid email address: **username@mycompany.com**
3. Click **OK**.

Parent topic: [Email notifications](#)