

Configuring

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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](#)