How To Change Your Email address

Each user account requires a unique email address. This is required for purposes such as password resets.

For student accounts you can use the gmail+ method to create student usernames using the one gmail account (http://help.edublogs.org/2009/02/27/creating-student-accounts-using-one-gmail-account/).

You can change your email address in Your Profile as follows:

1. Go to Users > Your Profile in your blog dashboard
2. Scroll to near the bottom of the page to the Contact Info area.
3. Type your new email address and click Update Profile when you are done.

- If the email doesn’t change when you click Update Profile this probably means it is associated with another Edublogs.org username.
- Each e-mail address is a unique identifier for a username and only one email address can only be associated with one Edublogs.org account.
- If this happens log in to the username account currently associated with your desired e-mail address and change it to something else.
- This allows you to free up the e-mail address you want to use.

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2. An email will be sent to the new email address asking you to click on the link to confirm change of email address -- your email address won’t be updated until you click on this link.

- This email should arrive within 30 minutes.
- Make sure you check your spam folder just in case it is marked as spam.

Please note:

1. Spam filters, especially strict ones for institutional email addresses, block the emails from your blog. If you don’t receive this email you may need to use an alternative address.
2. If you want to change the email address associated with your blog (as listed on Settings > General) you will need to send an email to support[at]edublogs[dot]org so it can be manually reset for you.

Please include the following details in the email:

- Your username
- Email address attached to username
- Your Blog URL
- Please include an alternative email address -- in case your filter also blocks emails from Edublogs support