

Blackboard Change E-mail Tutorial

When you first enroll in Blackboard, your e-mail address is set to your default Harper College e-mail address. This e-mail address is free for you to use. However, since your instructor may send you e-mail messages about the course, it is important to set your Blackboard e-mail address to an e-mail account that you will check every day. The tutorial below describes how to change your e-mail address in Blackboard.

Step 1

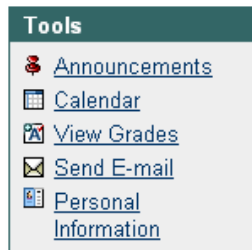
Access the Harper Blackboard server at <http://harper.blackboard.com>.

Step 2

Enter your User Name and Password and log in.

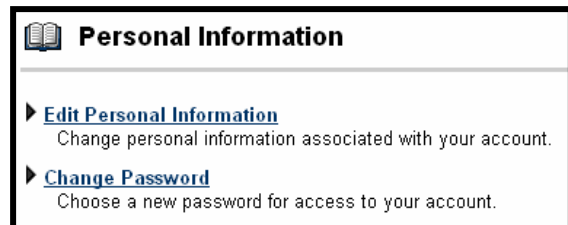
Step 3

Click on the “**Personal Information**” link.



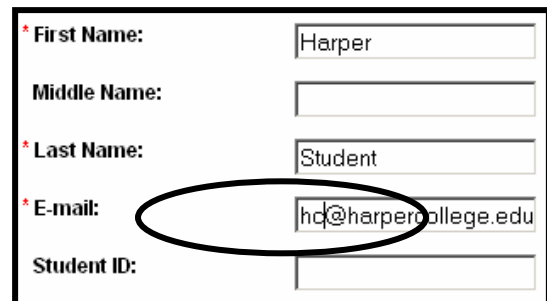
Step 4

Next, click on the “**Edit Personal Information**” link.



Step 5

Now, delete the e-mail address that you see assigned to you if it is not the one you usually use and enter the one that you use most often. Remember that all e-mail sent to you about your class will be sent to the email address that you put here. This means that this e-mail account should be one that you do not share with anyone else. If you do not have an e-mail account, you can use the free Harper student e-mail that is already set up for you. Information about how to use Harper student e-mail is available at <http://smail.harpercollege.edu>



A screenshot of the Blackboard 'Personal Information' form. The form has several fields: 'First Name' (Harper), 'Middle Name' (empty), 'Last Name' (Student), 'E-mail' (hcd@harpercollege.edu), and 'Student ID' (empty). The 'E-mail' field is highlighted with a black oval.

Step 6

Click on the “**Submit**” button to save your changes.

Step 7

Click on the “**OK**” button at the end of the next two messages to return to your course.