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## Changing your e-mail address

In this tutorial you'll learn how to navigate to your UTDirect home page, how to select the Address Change icon, how to enter your changes, and how to confirm that your email address has been changed.

### NOTE:

- Only you can change your e-mail address; a professor will not be able to change it for you.
- If you are an employee of the University, Blackboard will use your employee e-mail address by default.
- If you have not entered an employee e-mail address, Blackboard will list your e-mail address as "None."
- Once you have changed your e-mail address, it will take two or three business days for that information to be reflected in Blackboard.

Click on the first link below to begin. If you have a question about a particular step, use this index to go directly to that section of the tutorial.

- [1. On the UT home page, click on the UTDirect logo.](#)
- [2. On the UT EID login page, enter your EID and password, and log in.](#)
- [3. Click on the Address Change icon near the top left corner.](#)
- [4. Enter a new e-mail address or change the old one.](#)
- [5. Click on the Update This Address button.](#)
- [6. In the Employee Records section, change your e-mail address here as well.](#)
- [7. Click on the Update This Address button.](#)
- [8. Click on the Logoff link.](#)
- [9. On the UT home page, click on the E-mail/Phone Directory link.](#)
- [10. In the All UT Listings text box, enter your last name, and click Search.](#)
- [11. Confirm that the information listed is correct.](#)

comments to: [courseware@its.utexas.edu](mailto:courseware@its.utexas.edu)

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## Changing your e-mail address

1. To begin, go to the UT home page at <http://www.utexas.edu>. Click on the UTDirect logo in the top right corner.



2. On the UT EID login page, enter your UT EID and password, and log in.

**You are entering a UT Secure Service - please log in!**

**UT EID**

UT EID:

Password:

Log me in!

**On the UT EID login page, enter your UT EID and password and click the **Log me in!** button.**

3. On your UTDirect home page, click on the Address Change icon in the top left corner.

HOME  
LOGOFF  
CUSTOMIZE

?

The University of Texas at Austin

[Around Campus](#) [Benefits](#) [Campus Services](#) [My Quick Links](#)

Welcome to UT Direct. Wednesday August 29, 2001 1:38 P

**UT DIRECT**  
The University of Texas at Austin

[Intro to UT Direct](#)  
[Help](#)  
[Tips and FAQs](#)  
[Sitemap](#)  
[Customize](#)  
[Bookmarks](#)  
[Stickie](#)  
[List Quicklinks](#)

[Address Change](#)

**Click on the Address Change icon near the top left corner.**

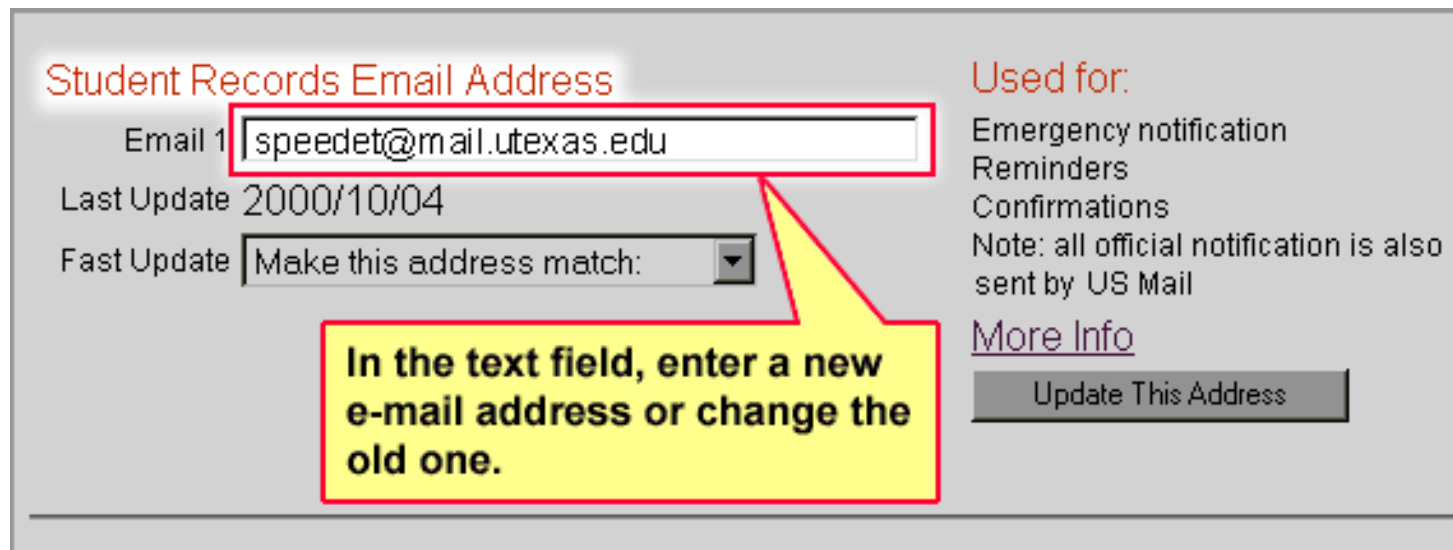
[Email/Phone Directory](#) [Web Based E-mail](#) [Ca M](#)

**UT-Austin Events**

<< August 2001

Sun	Mon	Tue	Wed
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

4. On the Address Change screen, in the Student Records E-mail Address section you can enter a new address or change the old one.



**Student Records Email Address**

Email 1

Last Update 2000/10/04

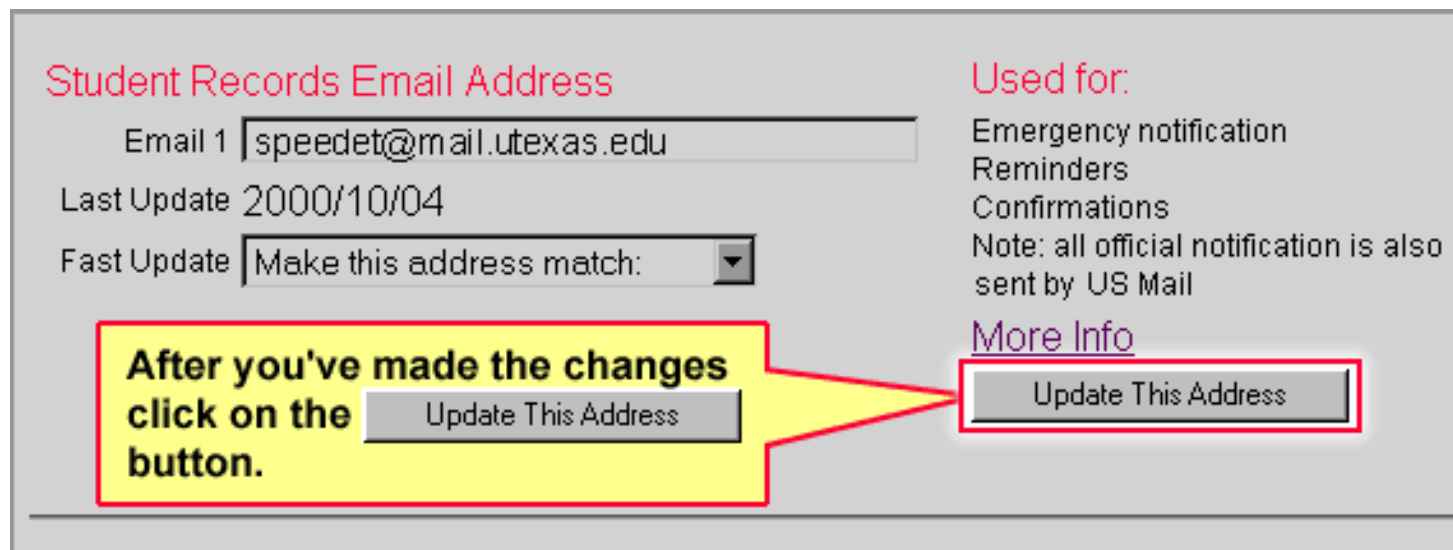
Fast Update

**Used for:**  
Emergency notification  
Reminders  
Confirmations  
Note: all official notification is also sent by US Mail

[More Info](#)

**In the text field, enter a new e-mail address or change the old one.**

5. After you've made the changes, click on the Update This Address button.



**Student Records Email Address**

Email 1

Last Update 2000/10/04

Fast Update

**Used for:**  
Emergency notification  
Reminders  
Confirmations  
Note: all official notification is also sent by US Mail

[More Info](#)

**After you've made the changes click on the Update This Address button.**

6. If you are a student and an employee, scroll down to the Employee Records section and change your e-mail address here as well.

**Employee Records E-Mail Address**

Email 1

Last Update 2000/10/04

Fast Update

**Used for:**  
General university correspondence with employees.

[More Info](#)

**In you are also an employee, change your e-mail address here as well.**

7. Again, after you've made the changes, click on the Update This Address button.

**Employee Records E-Mail Address**

Email 1

Last Update 2000/10/04

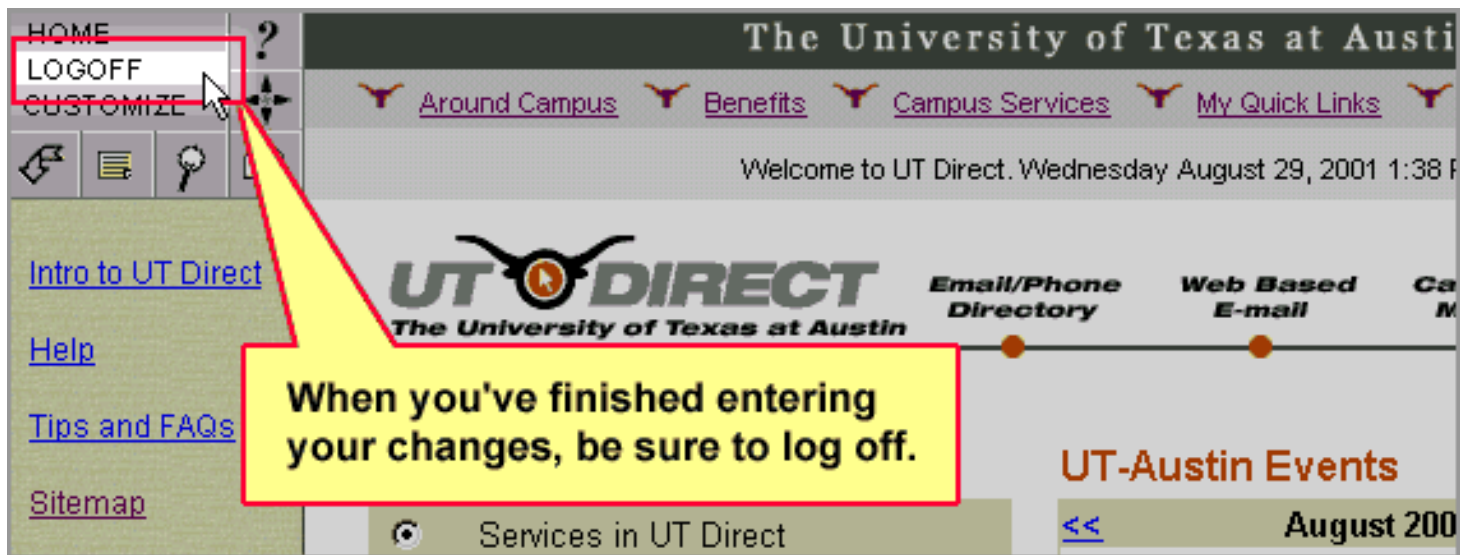
Fast Update

**Used for:**  
General university correspondence with employees.

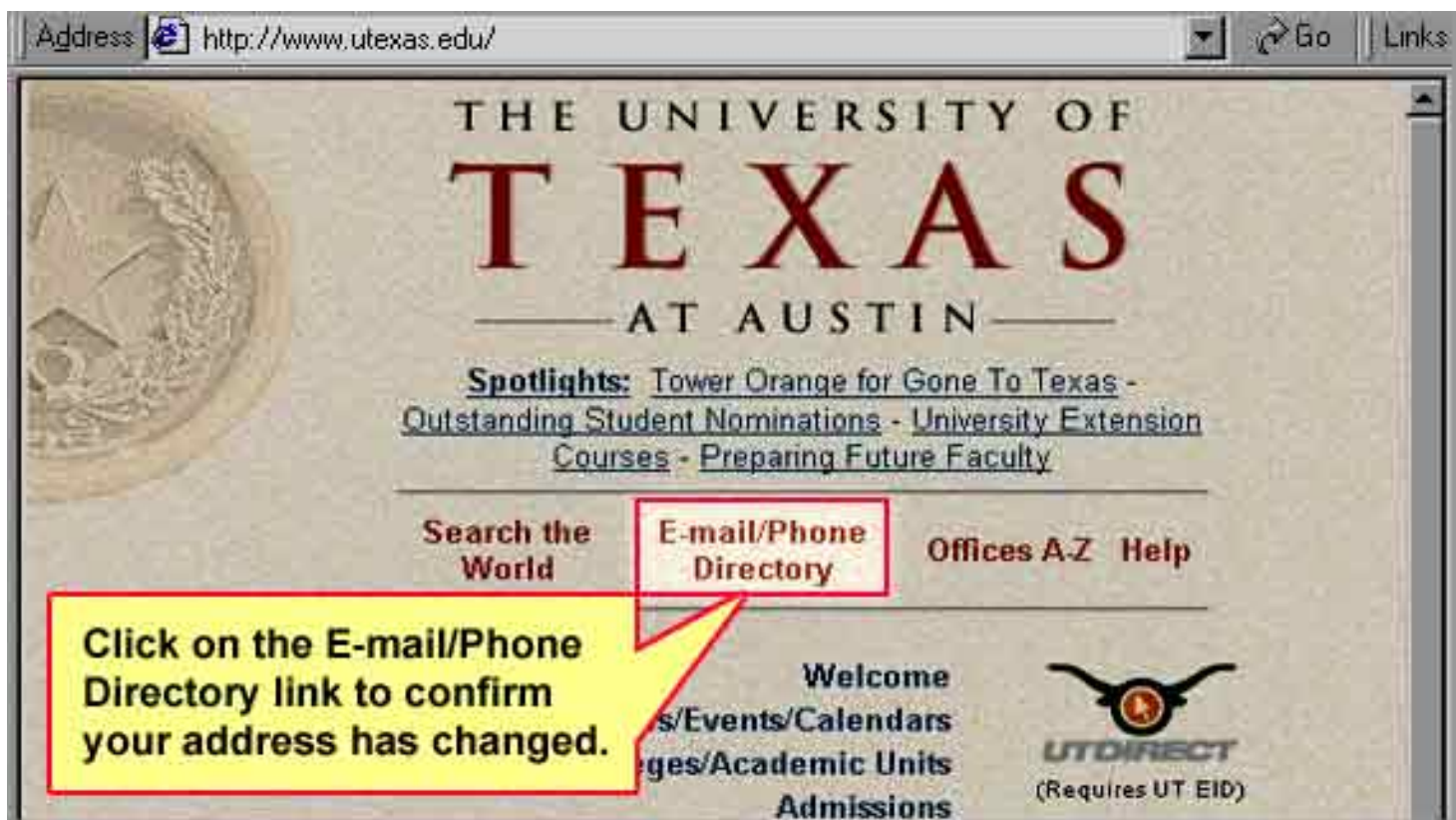
[More Info](#)

**After you've made the changes click on the  button.**

8. When you've finished entering your changes, be sure to click on the Logoff link.



9. Logging off returns you to the UT home page. Click on the E-mail/Phone Directory link to confirm that your address has been changed.



10. In the All UT Listings text box, enter your last name, and click the Search button.

# Electronic Directory

Enter your last name, and click the **SEARCH** button.

## STUDENT, FACULTY, AND STAFF LISTINGS

*See the [frequently asked questions](#)*

[All UT Listings:](#)  **SEARCH**

[UT Students:](#)  **SEARCH**

[UT Faculty-Staff:](#)  **SEARCH**

11. Confirm that the information listed is correct. REMINDER: Once you have changed your address, it will take two or three business days for that information to be reflected in Blackboard.

Confirm that the information listed is correct.

<b>Name</b>	Test Record Speede Test Speede
<b>Title</b>	Senior, American Studies
<b>College/Department</b>	College of Liberal Arts
<b>E-Mail</b>	<a href="mailto:speedet@mail.utexas.edu">speedet@mail.utexas.edu</a>
<b>Home Phone</b>	+1 512-111-1212
<b>Home Address</b>	2021 Guadalupe St # 56 Austin, TX 78705-5608-21
<b>Unique ID</b>	39F199F6FC17F27F

[Business Card \(vCard\)](#)



comments to: [courseware@its.utexas.edu](mailto:courseware@its.utexas.edu)  
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