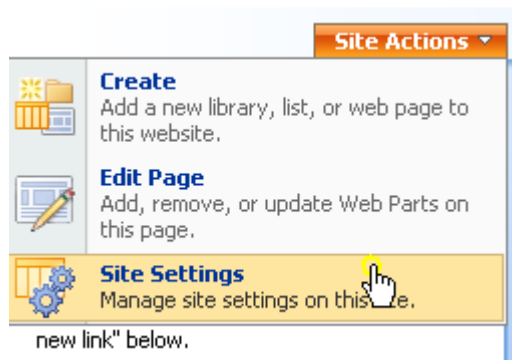


# How to Change a User's Email Address



## Step 1:

Browse to the **Site Actions** tab and single left click.



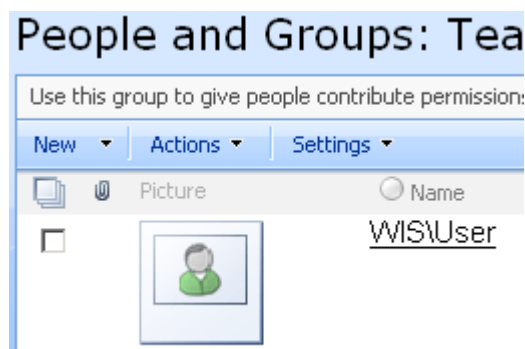
## Step 2:

Under the **Users and Permissions** sub heading, click on **People and Groups**



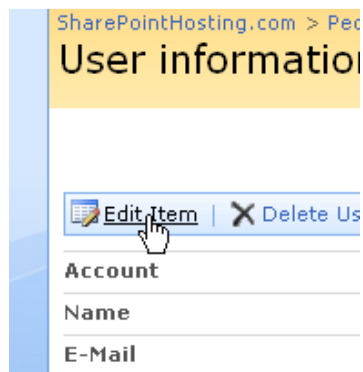
## Step 3:

Now select the user who's email address you wish to edit.

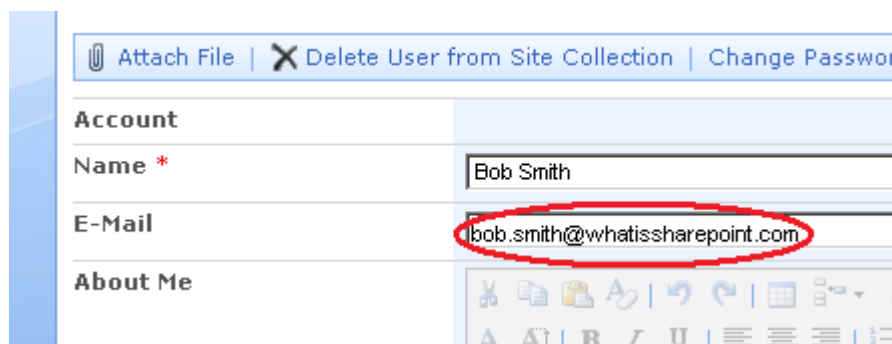


## Step 4:

Click Edit item in the user's profile.



## Step 5:



Edit the users email address here.