




Changing your email

Moodle includes a lot of features that require email. Please make sure this is an address you check frequently and that it is correct.

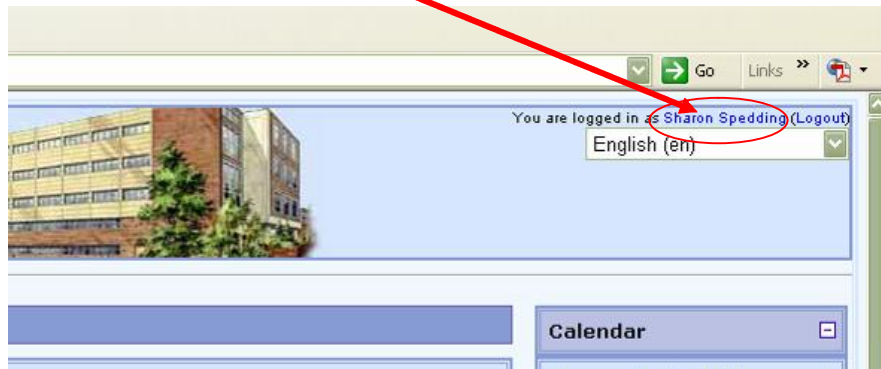
Additional options within your profile allow you to choose who can see your email address. Choices are;

-  Hide your email from everyone
-  Allow only the people in your class to see it
-  Allow it for everyone who is logged onto the site to see

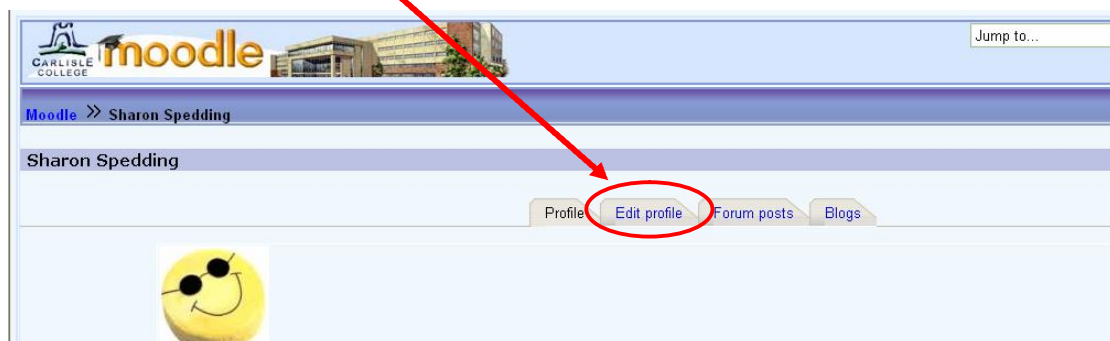
If you choose to hide your email address from everyone, other people won't be able to send you email directly from Moodle.

Please use the following steps to add your email address to your profile and set additional email options.

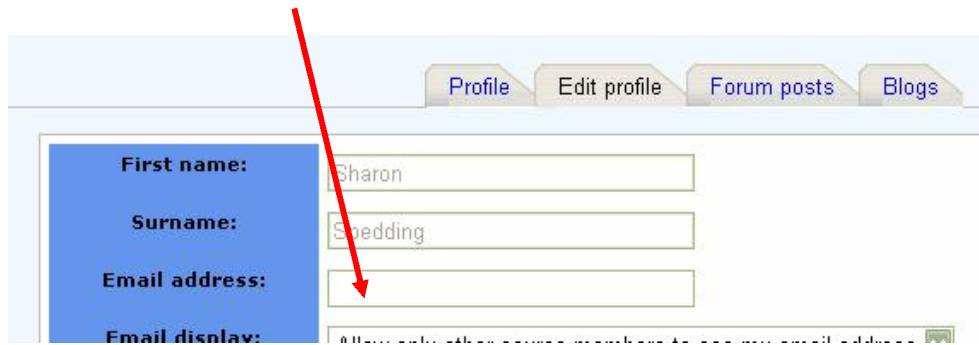
1. Log into Moodle as usual.
2. Look for your name shown at the top right of the page after '**You are logged in as**' and click on it.



3. Select the tab '**Edit Profile**'

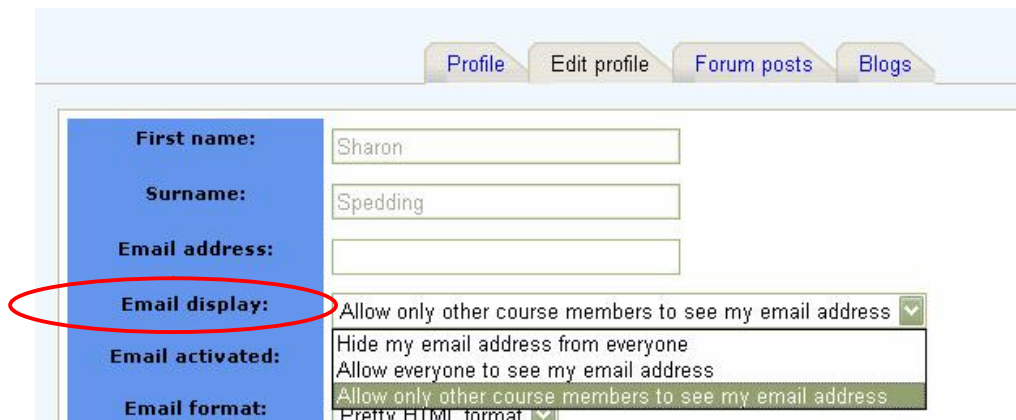


4. Enter your email address into the box provided



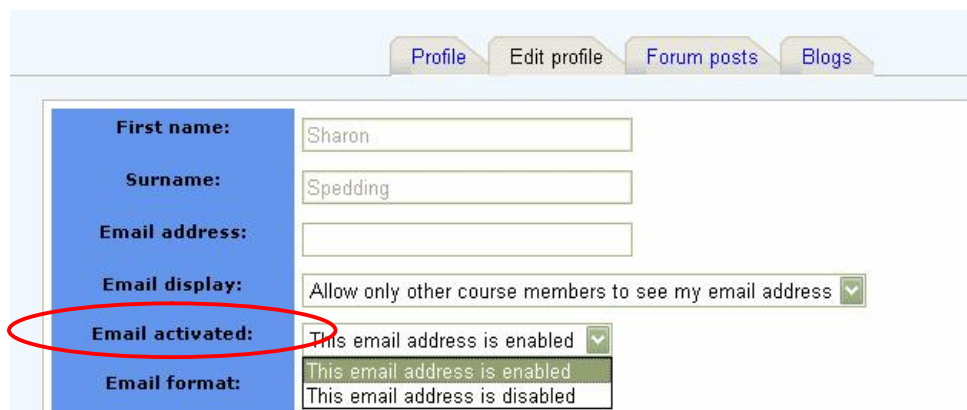
The screenshot shows the Moodle profile editing interface. At the top, there are navigation tabs: Profile, Edit profile, Forum posts, and Blogs. Below these, the profile information is displayed. The 'Email address:' field is empty and highlighted with a red arrow pointing to it. The other fields are: First name: Sharon, Surname: Spedding, and Email display: Allow only other course members to see my email address.

5. To determine who will see your email address; select one of the options shown in the option list adjacent to '**Email display**'.



The screenshot shows the Moodle profile editing interface. The 'Email display:' dropdown menu is open, showing four options: 'Allow only other course members to see my email address' (selected), 'Hide my email address from everyone', 'Allow everyone to see my email address', and 'Allow only other course members to see my email address'. The 'Email display:' label is circled in red. The other fields are: First name: Sharon, Surname: Spedding, Email address: (empty), and Email format: Pretty HTML format.

6. To enable/disable your email address; select one of the options shown in the option list adjacent to '**Email activated**'.



The screenshot shows the Moodle profile editing interface. The 'Email activated:' dropdown menu is open, showing three options: 'This email address is enabled' (selected), 'This email address is enabled', and 'This email address is disabled'. The 'Email activated:' label is circled in red. The other fields are: First name: Sharon, Surname: Spedding, Email address: (empty), Email display: Allow only other course members to see my email address, and Email format: Pretty HTML format.

7. Don't forget to save your changes by clicking '**Update profile**' at the bottom of the page.