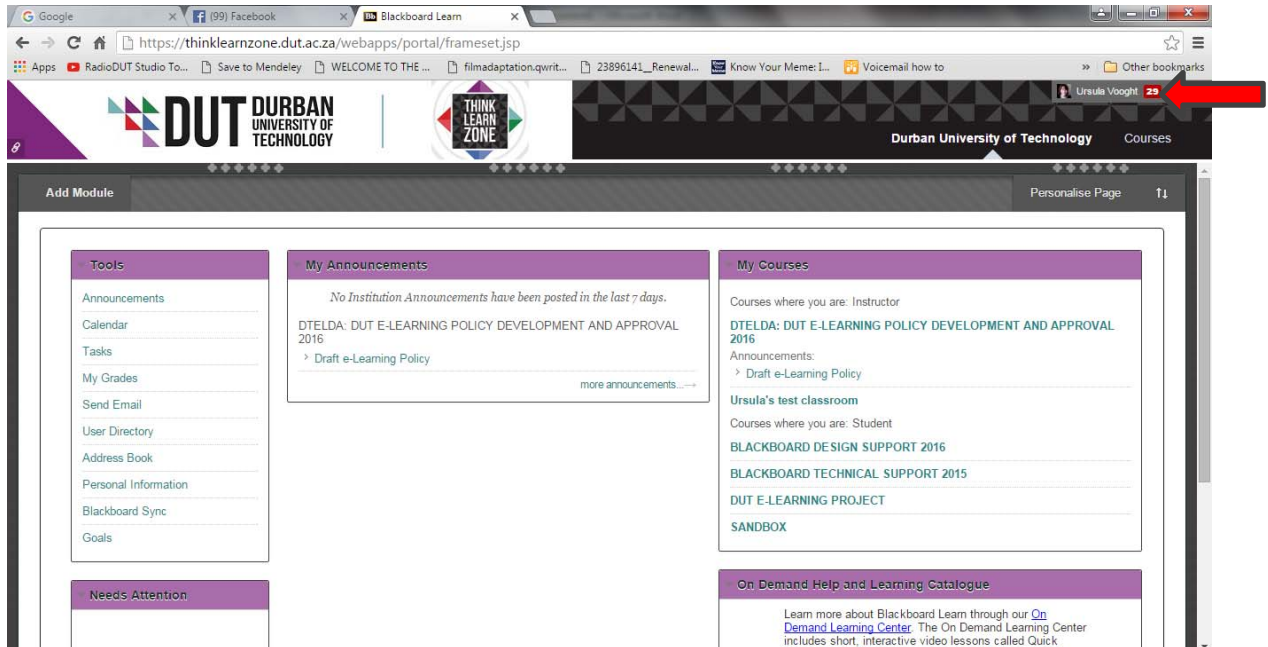


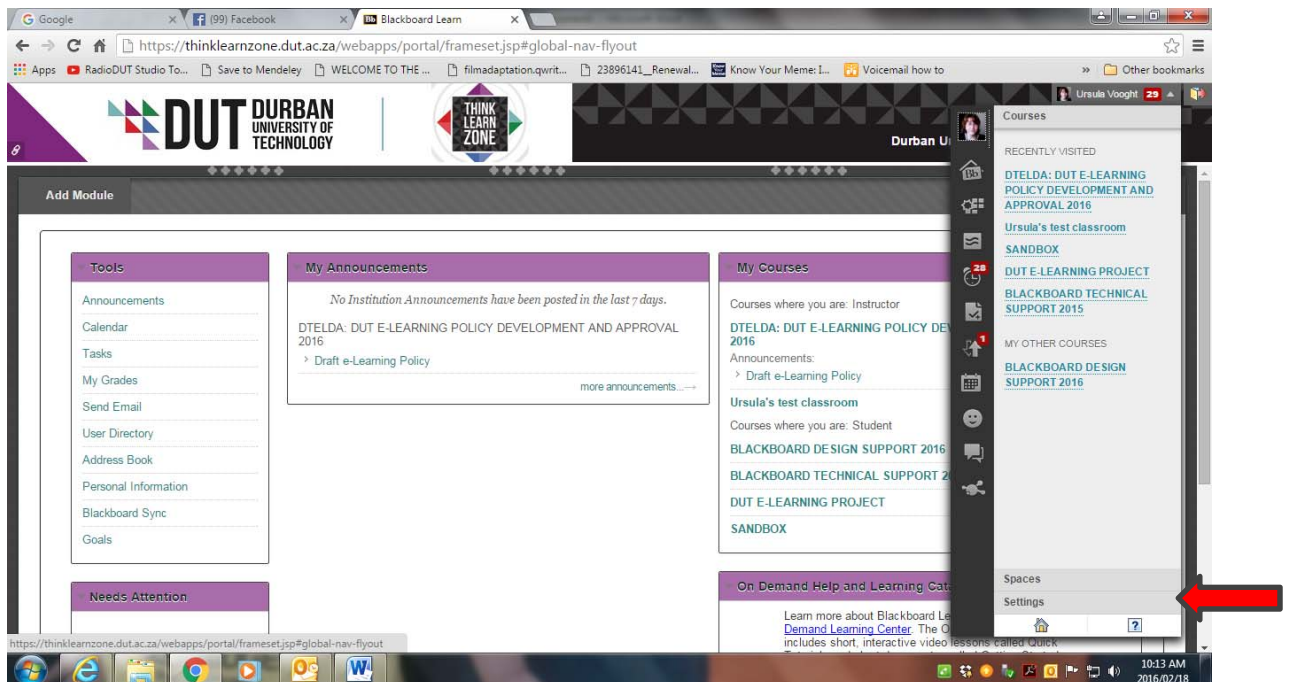
How to Change or Update your Email Address on ThinkLearnZone (Staff Only)

Log in to the ThinkLearnZone (Blackboard) as you usually would. If you are not sure how to log in, follow the instructions on the e-learning helpdesk site <http://elearning.dut.ac.za/fag/fag-staff/>

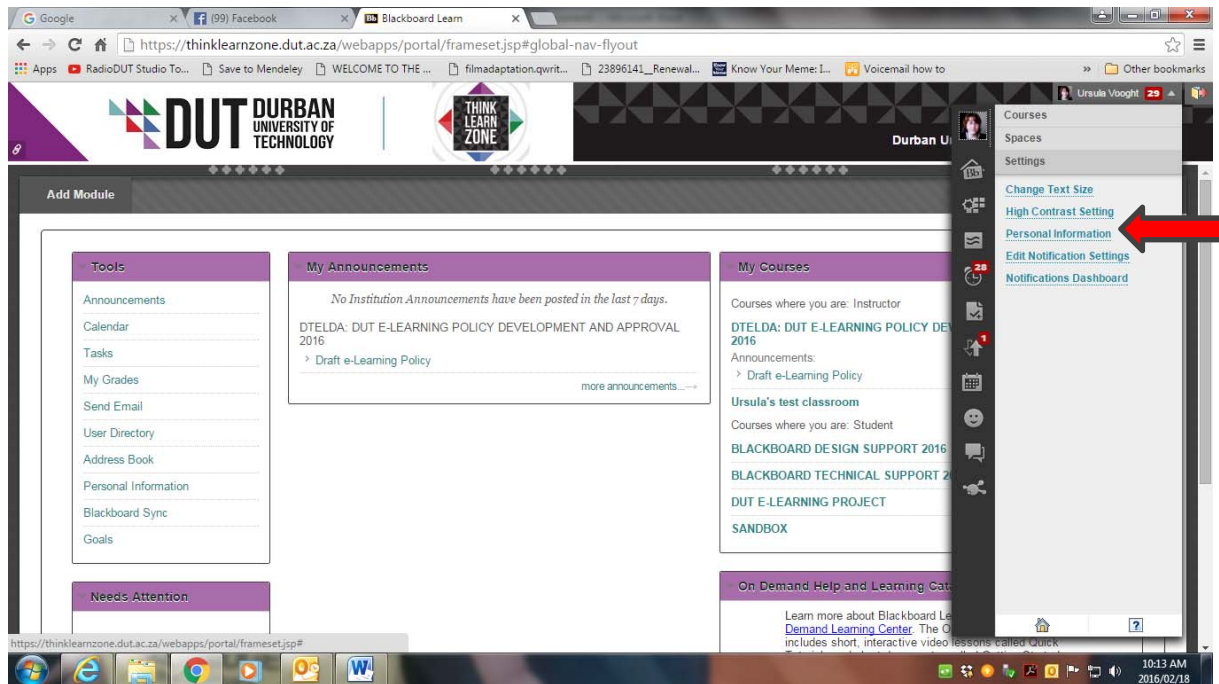
In the top right hand corner, you'll see your name.



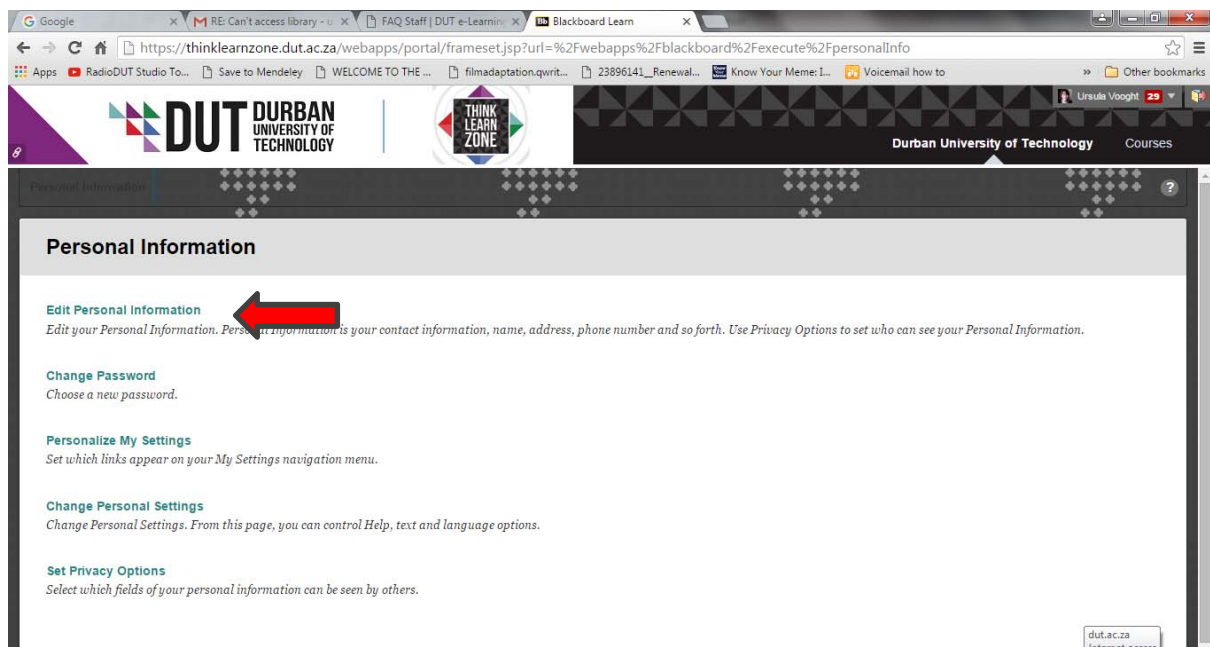
Click on this box and you will get a drop down list. Click on 'Settings'.



Once you have clicked on Settings, click on 'Personal Information'



Click on 'Edit Personal Information'.



Where it says Email, type in your correct email address:

The screenshot shows a web browser window with the URL <https://thinklearnzone.dut.ac.za/webapps/portal/frameset.jsp?url=%2Fwebapps%2Fblackboard%2Fexecute%2FpersonalInfo>. The page header includes the DUT Durban University of Technology logo and the ThinkLearnZone logo. The main content area is titled 'Edit Personal Information' and contains a form with the following fields:

- Title:
- * First Name:
- Middle Name:
- * Last Name:
- Suffix:
- Other Name:
- Email:

A red arrow points to the Email field. The form also includes a 'Cancel' button and a 'Submit' button. A small note at the top left of the form states: '* Indicates a required field.'

Click on 'Submit' to save your changes.

This screenshot is identical to the previous one, showing the 'Edit Personal Information' form. The red arrow now points to the 'Submit' button, indicating the next step in the process.

Congratulations! You have updated your email address on ThinkLearnZone.