Updating VIULearn email for notifications

> Note: There is a video version of this handout available at:
> https://viu.video.yuja.com/V/Video?v=1153683&node=6406065&a=63107207

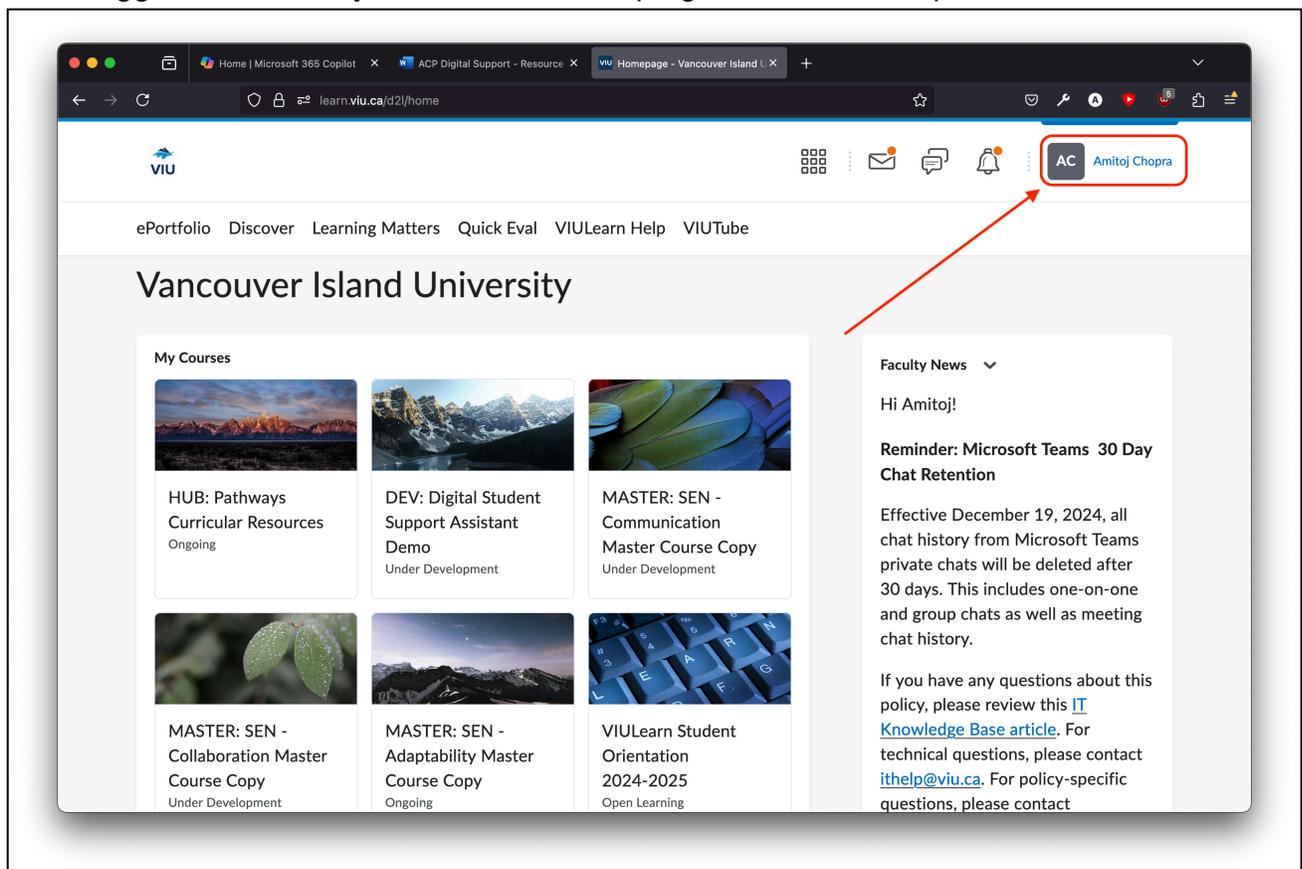1. First log into VIULearn with your VIU computer account email and password

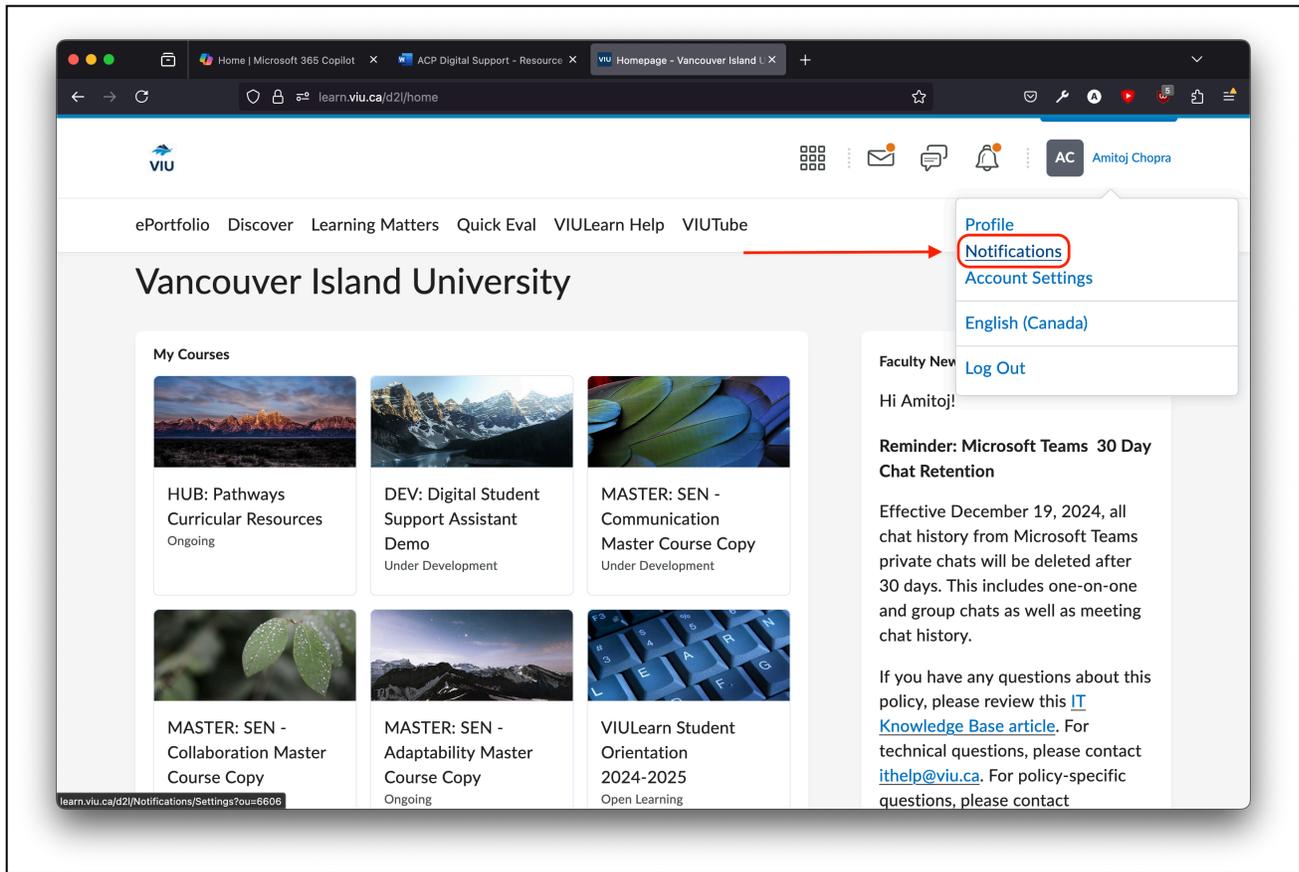## Sign in with your VIU computer account

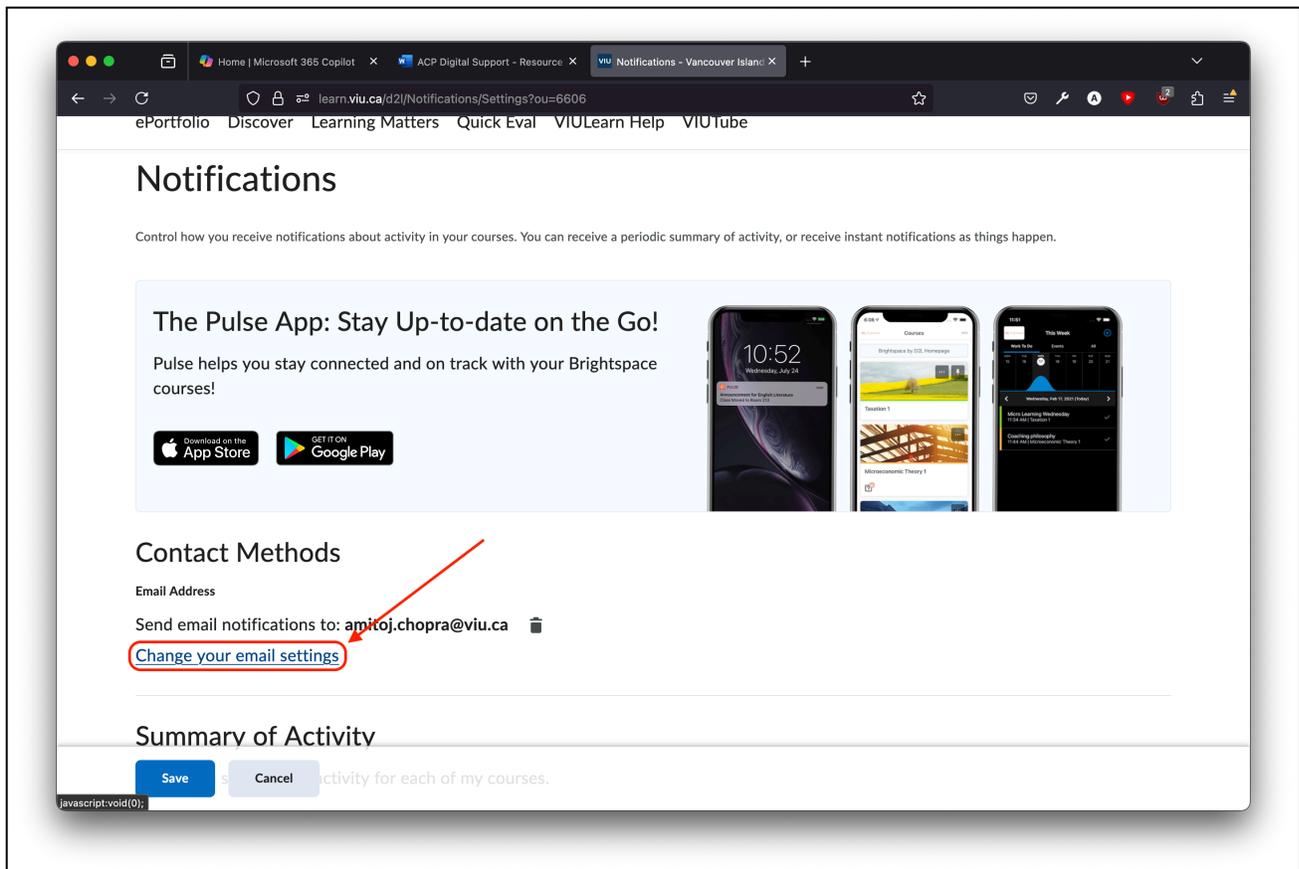amitoj.chopra@viu.ca

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Sign in

2. Once logged in, click on your name on the top right hand side to open the menu
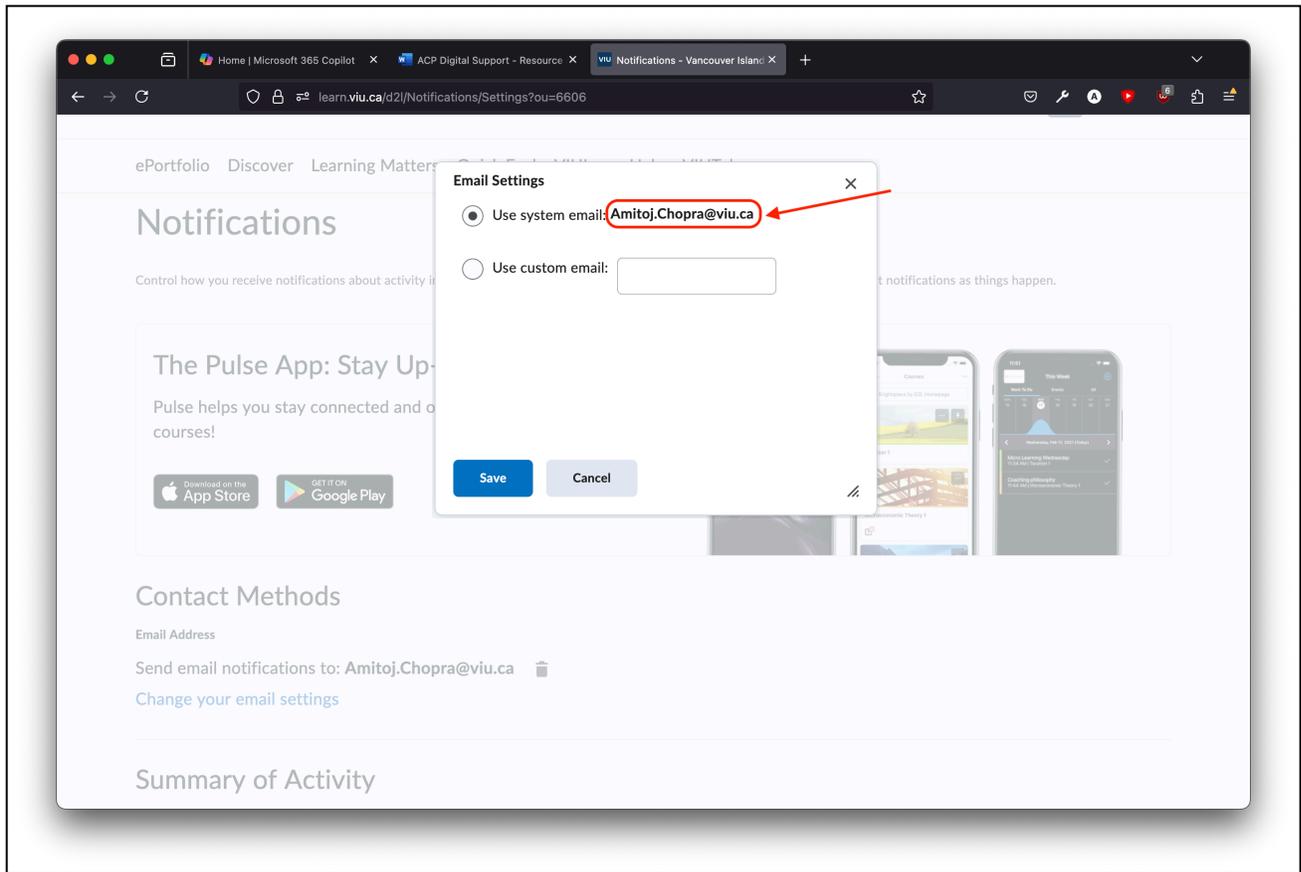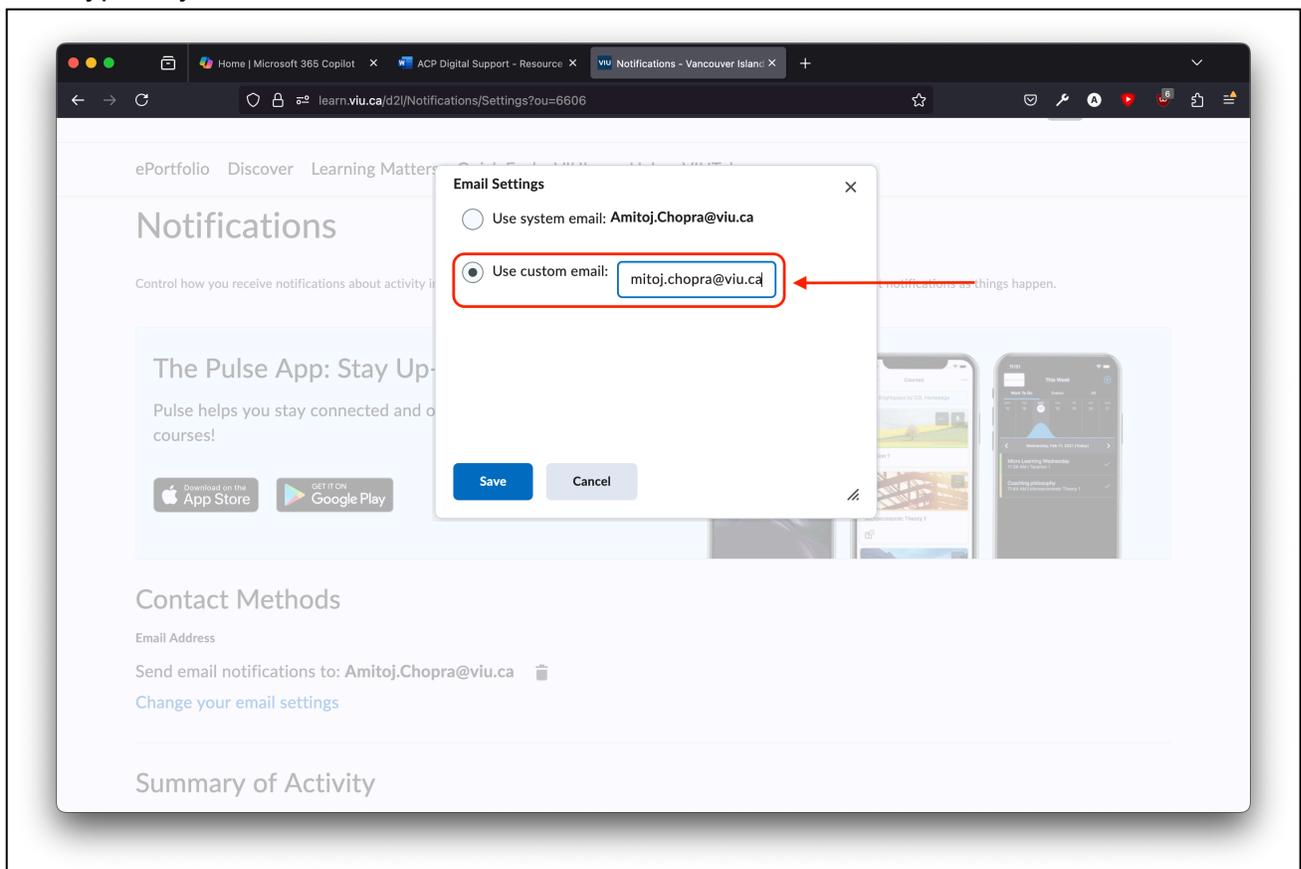
3. In this menu select "Notifications"

4. Under the "Contact Methods" section click on "Change your email settings"
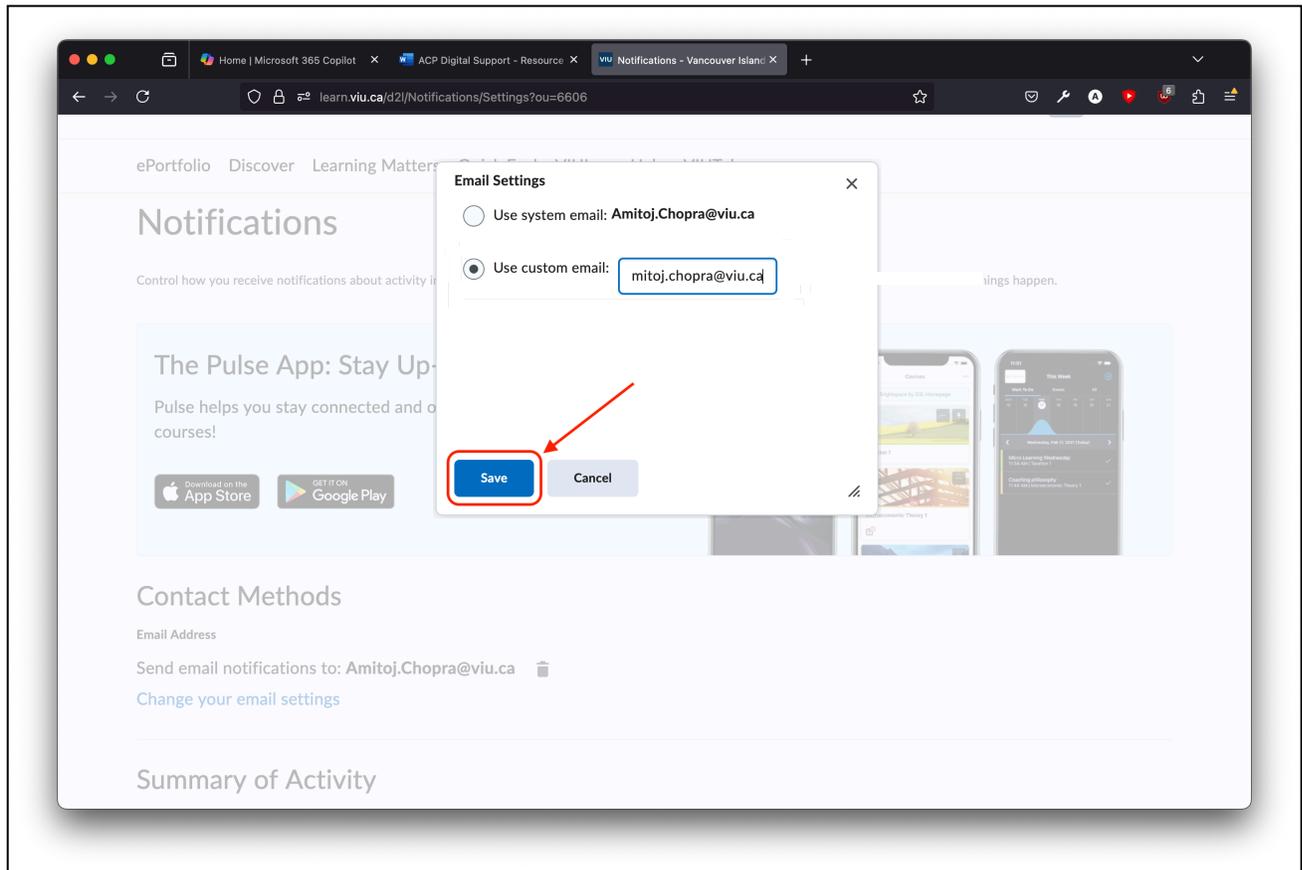
5. Verify that the email next to "Use system email" is your valid and desired email address

6. If this is not the email you want to receive notifications on select "Use custom email" and then type in your desired email address.

7. Then click "Save" to save your changes.

8. If you changed your email address you will receive a verification email on the new address
   - Click on the link in the verification email and then log into VIULearn again
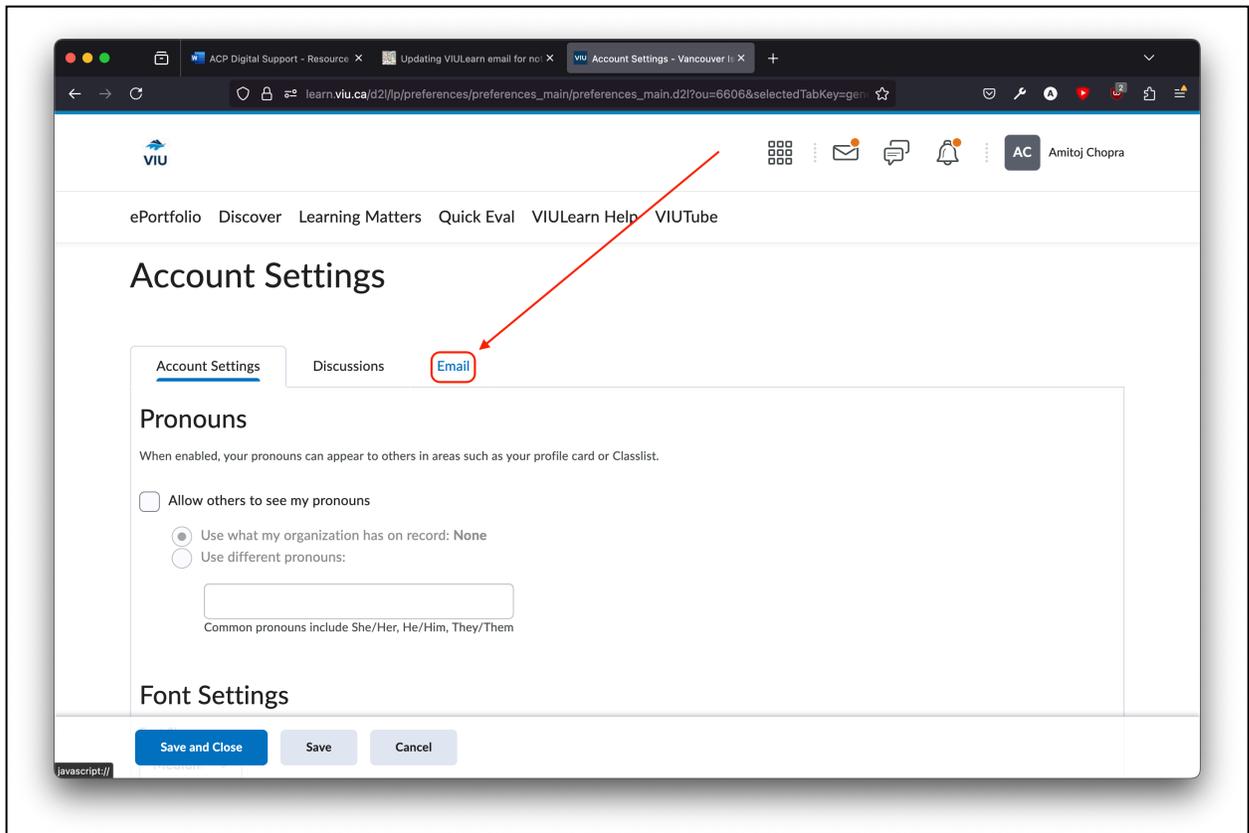   - Your new email should successfully be saved now!

- If your new address is different from the system generated address you will also need to change it under "Account settings"

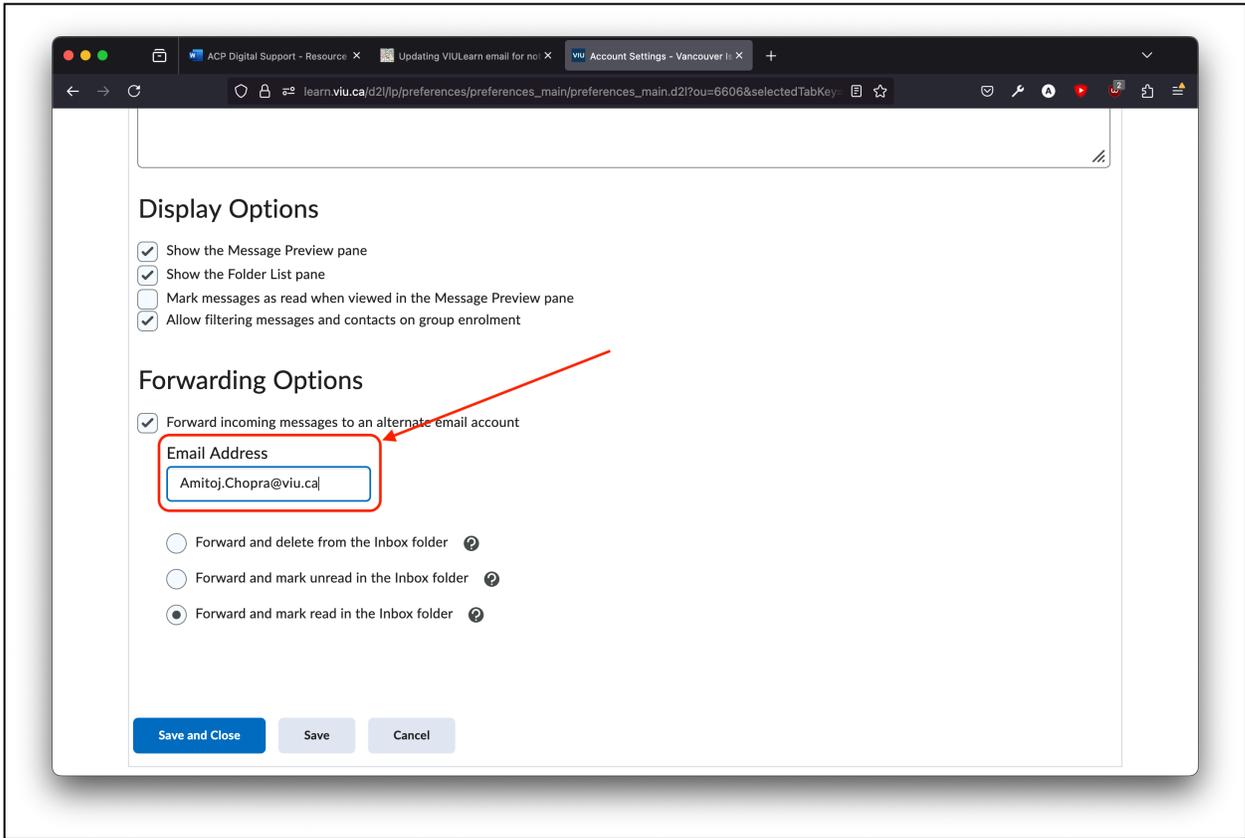1. Click on your name on the top right hand side to open the menu
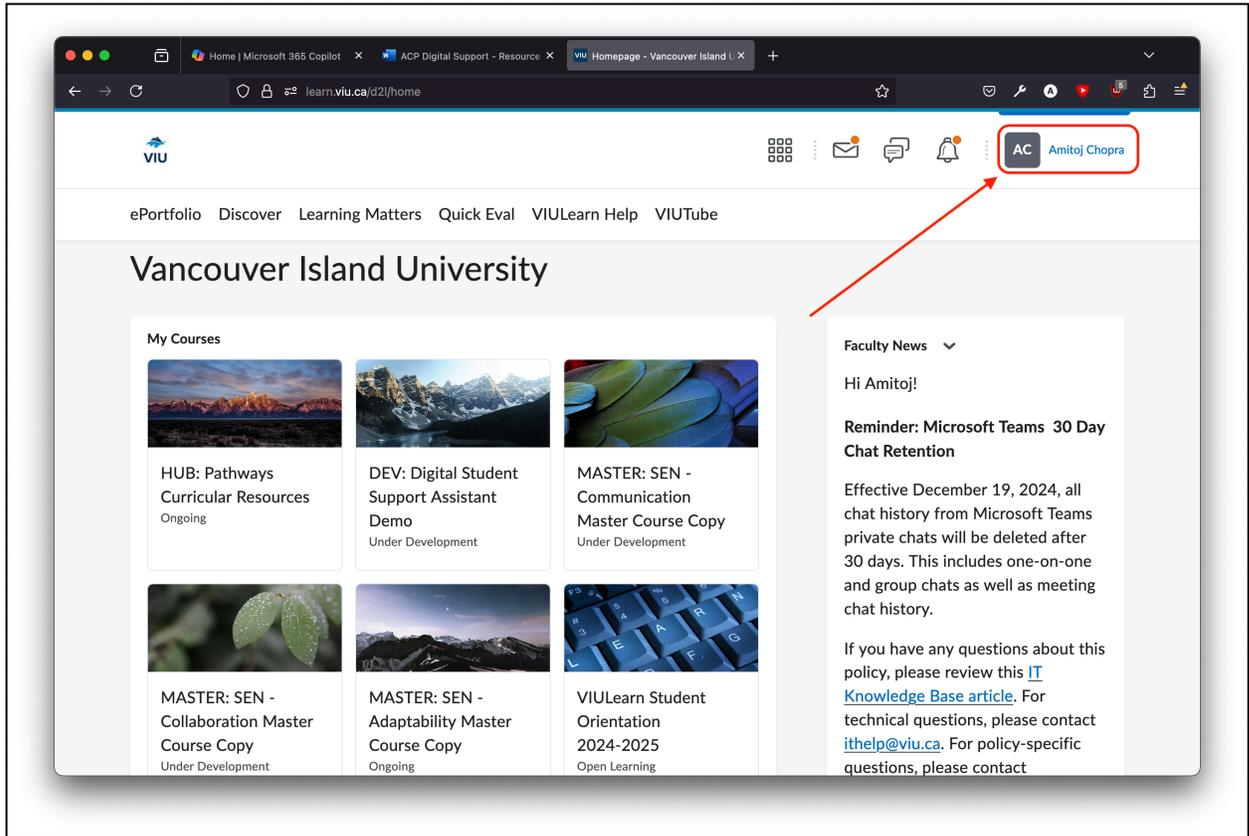
2. In this menu click on "Account settings"
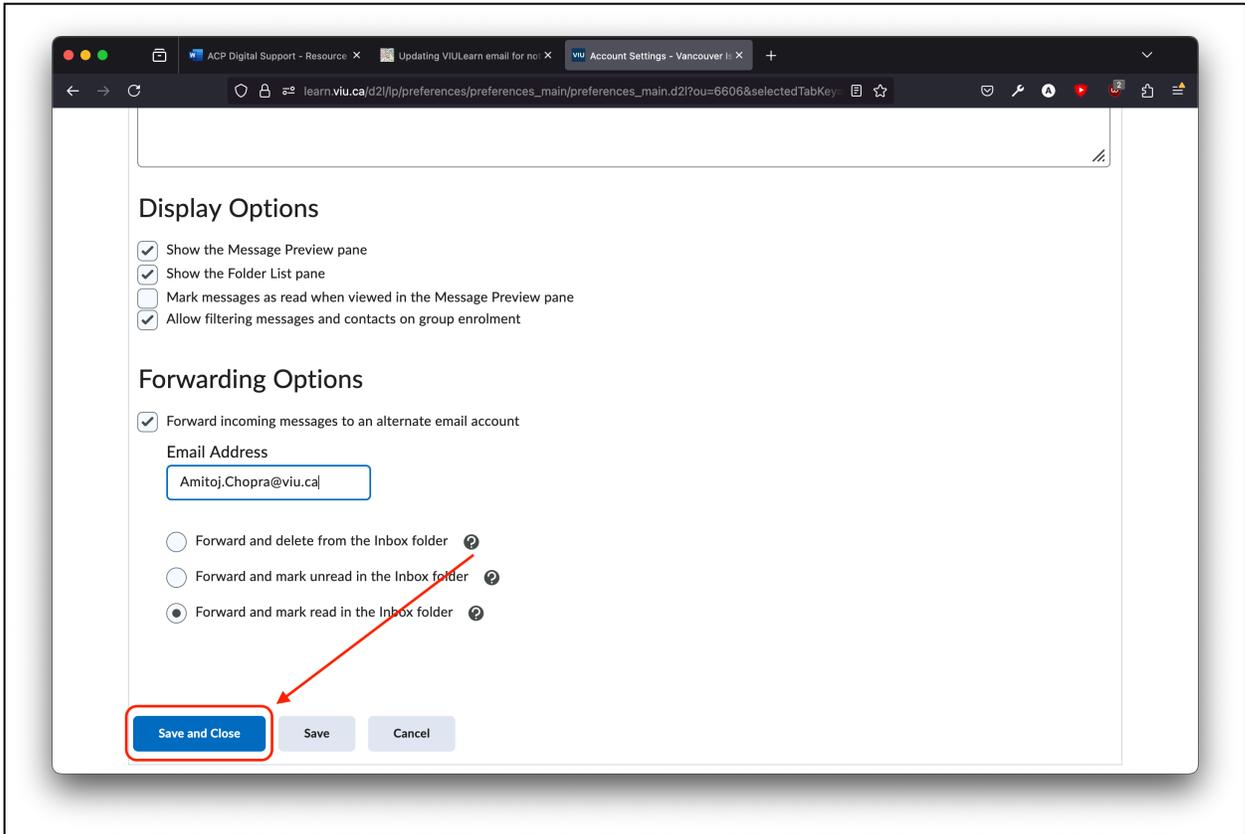3. On this page click on the "Email" tab

4. Then scroll down till you see the heading "Forwarding options"

5. Verify your email address under this section

6. Once you are done verifying/editing your email, click "Save and Close"

7. Your settings should now be saved!