

# Blackboard Tips:

## Correct Your Blackboard Email Address

The Blackboard Learning Management System (LMS) (<https://www.blackboard.uscupstate.edu>) uses your university email address to send messages, notifications, and announcements directly to your email address.

### Purpose and Applications

Confirm and correct your in Blackboard email address to:

- Ensure that you receive personal messages and course announcements from your instructor.
- Receive updates and connect with classmates through Blackboard email options.

### How to Correct Your Blackboard Email Address

- Your Blackboard main menu lists your email address under your profile. Click your name to view the **Profile** page.

The screenshot shows the Blackboard Ultra Base Navigation Profile Page for Cathy Chu. The navigation menu on the left includes Institution Page, Cathy Chu (highlighted), Activity Stream, Courses, Organizations, Calendar, Messages, Grades, Tools, Demos, and Sign Out. The main content area displays the user's profile information, including a photo, name, and ID. The 'Basic Information' section contains fields for Full Name, Email Address, Student ID, and Password. The 'System Settings' section includes Language, Privacy Settings, and Global Notification Settings. The 'Email Address' field is highlighted with a red box, and the 'Global Notification Settings' section is highlighted with a purple box. A purple arrow points to the edit icon on the profile photo.

Basic Information	
Full Name	Cathy Chu
Email Address	cchu@myschool.edu
Student ID	<a href="#">Add student ID</a>
Password	<a href="#">Change password</a>

System Settings	
Language	English (United States)
Privacy Settings	Only administrators and other instructors can view my profile information
Global Notification Settings	<a href="#">Stream notifications</a> <a href="#">Email notifications</a> <a href="#">Push notifications</a>

Figure 1 Blackboard Ultra Base Navigation Profile Page

For help implementing any Blackboard best practices in your classes, contact [academicinnovation@uscupstate.edu](mailto:academicinnovation@uscupstate.edu).

- Occasionally, your email address will be listed incorrectly (ex. [username@email.sc.edu](mailto:username@email.sc.edu) or [username@mailbox.sc.edu](mailto:username@mailbox.sc.edu)). It is important to correct your preferred email address at <http://myaccount.sc.edu> to ensure that you don't miss important announcements. See Additional Resources below for details.

### **Quick Tips for Use**

- In addition to checking your email address, you can use the profile page to update your photo for use in the Photo Roster, link a Cloud Storage account, such as Google Drive or One Drive, to your Blackboard account, or update your Global Notification Settings to reduce the numbers and types of email notifications you receive from Blackboard.

### **Additional Resources**

- [How to Change Your Primary University Email Address in MyAccount.sc.edu](#)
- [Set Up USC Upstate Email on your Mobile Device](#)
- [Getting Started with Microsoft 365 Email from USC Upstate](#)
- [About the Blackboard Ultra Base Navigation Profile Page](#)
- [Changing Your Global Notification Settings in Blackboard Ultra Base Navigation](#)