

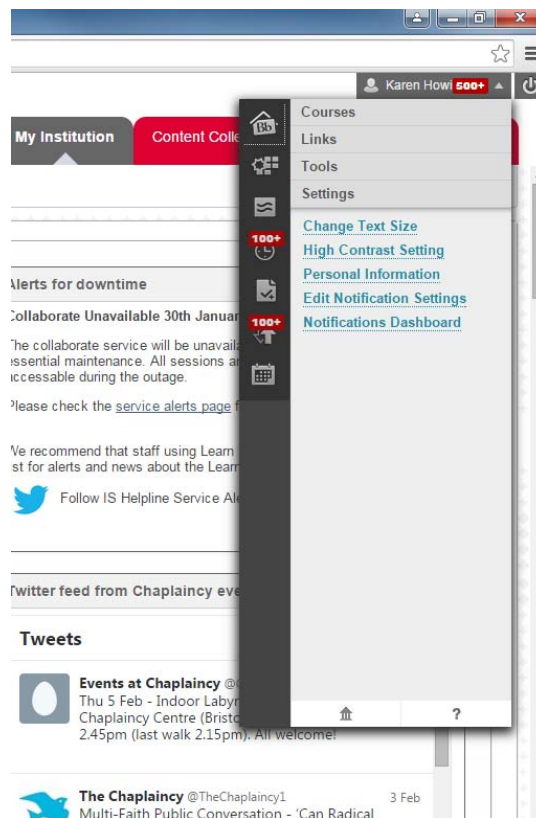
Adding or changing your email address in Learn

Problem:

- Learn won't let you email a group of students
- Turnitin tells you that you don't have a valid email address

Solution:

1. Log into Learn.
2. At the top right of the screen your name is visible (with a person icon) and a downwards arrow. If you press on it, a menu will appear.



3. Click on **Personal Information** on the menu. Then click on **Edit Personal Information**.
4. In the form that is now visible, you'll probably find that the **Email** field is empty. Put your email address into it and press **Submit**.