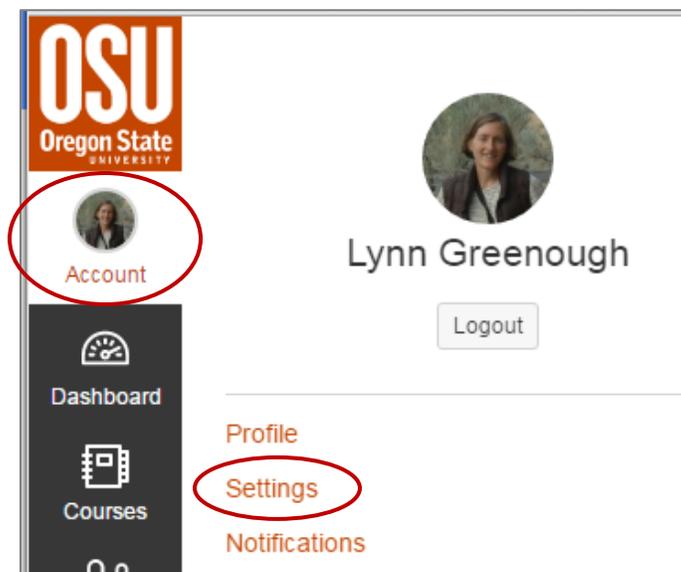# Change your default email address in Canvas

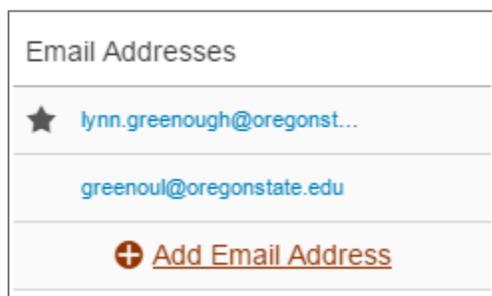Each Canvas user is set up with an email address that includes the ONID name as the default:
ONID@oregonstate.edu

If you typically use a different email address for your correspondence at OSU, such as
first.last@oregonstate.edu, you will want to add the email address to Canvas, register it, and then set it
as your default address.

1. Click the **Account** button in the upper left corner of your Canvas menu, and then **Settings**:
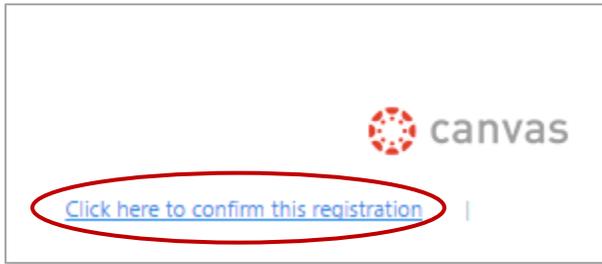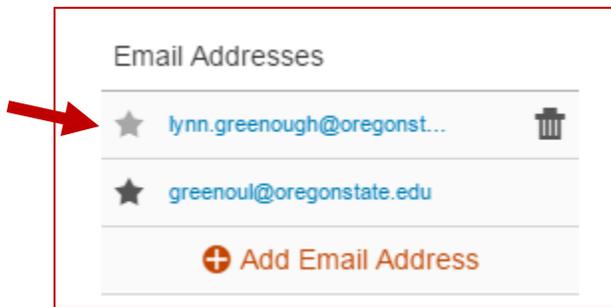

2. Click **Add Email Address**:

3. Enter your email address and click **Register Email**.
4. Click **OK** to send the confirmation.
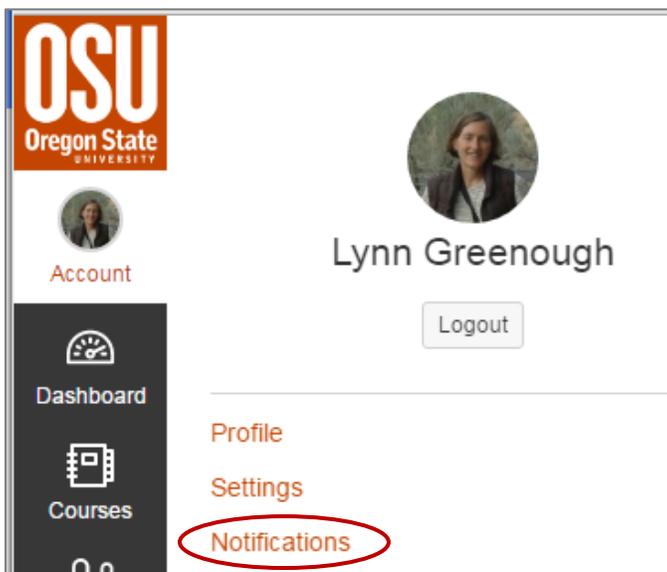
   - Continued

5. Go to that email account and open the confirmation email from Canvas. Click the link to confirm the registration:

6. Go back to Canvas Settings (as in Step 1) and **point your mouse** to the left of the new email address. **Click the grey star**; it will turn black and will set this email address as the default for Canvas:

7. The last step is to click **Account / Notifications** on the left side menu. From here you can select the frequency of notifications to your default email address. (Note: you cannot delete the ONID@oregonstate.edu email address, but there is not any need to do so)

See more here on adjusting your notification preferences in Canvas.

Resources

- [Sign up here](#) to keep informed on updates on OSU Canvas. Never spam! If it's not important to OSU, we don't send it.
- Learn@OregonState - Canvas - http://learn.oregonstate.edu/canvas
- [Canvas Guides for Students](#)
- All OSU Canvas users can get technical support 24 x 7 x 365. Click the **Help** link in the lower left corner of any Canvas screen. You'll see options for online instructions, and live support via phone, Web form and chat.