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.

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

![Canvas confirmation email](image1)

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:

![Email Addresses](image2)

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)

![OSU Canvas](image3)

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](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.