

# Change a Website User's Email Address

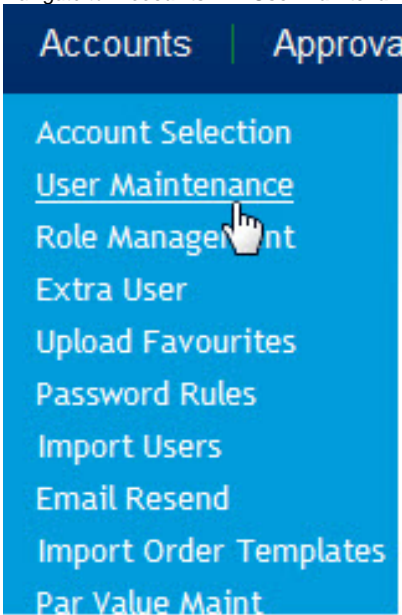
This article details the steps involved in changing a website user's email address.

## Via CMS for BPD sites

- 1. Navigate to **Users Website users**.
- 2. **Search for the user** you wish to update and click **Edit**.
- 3. Enter the user's new email address in the **Email Address (or Login Id)** field.
- 4. Save & Exit.

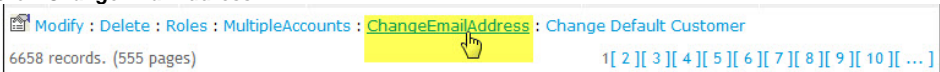
## For Classic sites

- 1. Login as an Administrator.
- 2. Navigate to **'Accounts' --> 'User Maintenance'** (zUsers.aspx).



Step 1

- 3. Search for and select the required user.
- 4. Click **'ChangeEmailAddress'**.



Step2

- 5. Enter the new email address and click **'Change'**.

NewEmailAddress :

Update Notify Email Address : ☐

Step3

## Related articles

- [CC Order Confirmation emails](#)
- [MS Active Directory Setup Guide](#)
- [Microsoft Azure AD SSO](#)
- [Email Template List](#)
- [Users & Roles](#)