

# Updating Email Address

The email address you specify in your profile settings is used for your mail [notifications](#) and is also displayed in your profile description.

**To update your email address,**

1. Go to the '**Profile**' view for your user profile. To do this:
  - Log in to Confluence, if you have not already done so.
  - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
  - Select '**Profile**' from the dropdown list. The '**Profile**' view will open.
2. While on the '**Profile**' tab, click '**Edit**' in the **Personal** details section.
3. In the **Email** field, specify your new email address which will be used when sending you mail notifications.
4. Click '**Save**' to save your changes.

## RELATED TOPICS

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[Editing User Profile](#)

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