

# Update a Jackrabbit User's Email Address

Last Modified on 06/05/2019 8:44 pm EDT

It is important that a *User ID* have an email address associated with it.

- If a user is logged in and sends a Support request (using the Support Button), the response will be sent to the email address associated with that user.
- If a user's password is locked out, a new temporary password can be sent to the email address associated with the User ID.

---

To add or edit a User's email address:

1. Point to **Tools** and click **Manage Users & Permissions**.
  2. Click the **User ID** that needs updating.
  3. Enter the new **email address**.
  4. **Save Changes**.
-