

Update a Jackrabbit User's Email Address

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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.
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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**.
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