



E-mail Addresses

Policy

All e-mail sent through Blackboard is directed to the user's TWU email address by default. It is recommended that Blackboard users check their TWU e-mail for updates and information.

While it is possible to change the e-mail address in Blackboard, there are issues with the delivery of messages to personal email addresses.

If a student wants to receive email messages in a personal email account (yahoo, gmail, etc), it is advised that they use the forwarding feature in Pioneer Portal instead of changing it in Blackboard.

Procedure

System Administrator: No action needed

Blackboard Support:

Checking the e-mail address set in Blackboard

To forward TWU e-mail:

After logging into your Portal account:

1. Click **My Settings** on the navigation pane on the left side of the screen
2. From the My Settings screen click **Forward My Email**.
3. Enter the email address where all TWU email will be delivered.
4. Click **Forward Your Email**.



Helpdesk
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Blackboard Support
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