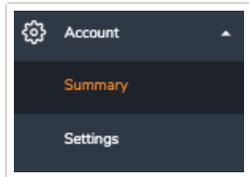
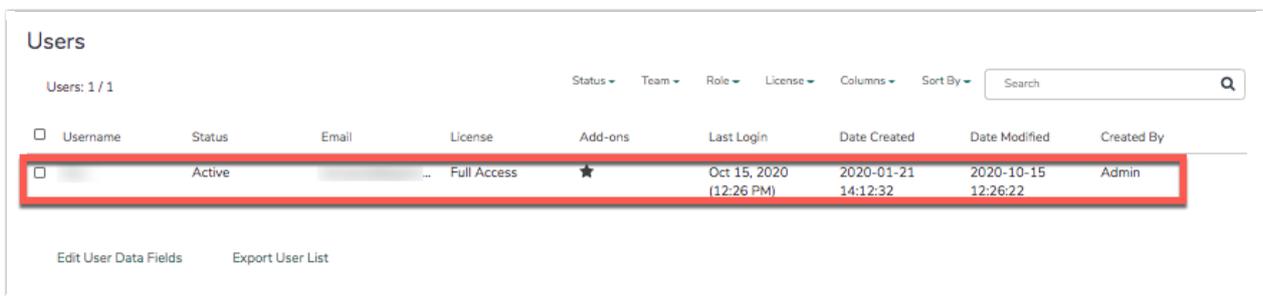
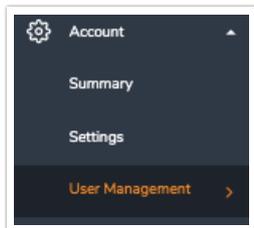


# How do I change my login email address?

To change your login email address go to **Account > Summary > My Preferences**.



If you are an Account Administrator looking to change a user's login email address go to **Account > User Management**. Find the user whose email address you wish to change and click to edit. Change the email address and click **Save User**. You can also change the Name and reset the user's password from here.



Users

Users: 1 / 1

Status ▾ Team ▾ Role ▾ License ▾ Columns ▾ Sort By ▾ Search

<input type="checkbox"/>	Username	Status	Email	License	Add-ons	Last Login	Date Created	Date Modified	Created By
<input type="checkbox"/>		Active		Full Access	★	Oct 15, 2020 (12:26 PM)	2020-01-21 14:12:32	2020-10-15 12:26:22	Admin

Edit User Data Fields    Export User List

### Editing User

PROFILE   TEAMS/PROJECTS

Status Active	Password <a href="#">Reset Password</a>	License Full Access
Last Login Oct 15, 2020 12:26 PM	User Created Jan 21, 2020 2:12 PM	Last Modified Oct 15, 2020 12:26 PM

#### User Fields

Username

Email Address

Note: Non-SSO accounts will receive login and password credentials. SSO accounts will receive a link to login to the platform.

[Edit User Fields](#)

#### Multi-factor Authentication

Enable Multi-factor Authentication  
To learn more about multi-factor authentication, [click here](#).

#### Permissions

Account Admin

Integration Manager — User can add and remove integrations from the account

Restrict API Access — User cannot access the API

API Key:

API Secret Key:

[Manage API Settings](#)

Private Domains Only  
 User can only create links with private domains

After clicking Save User, verify the change by entering your password.

An email will be sent to the previous email address confirming the change.

Once the password is confirmed the new email will be set in the system.

Related Articles