



How to Update Your Email Address on Moodle LMS

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Target Audience

This guide is for students, but also applies to any other type of user.

What is this guide for?

This guide shows how to change the email address on Moodle LMS so that you can receive automatic notifications from Moodle LMS about new content shared by the lecturer, approaching due dates, and other updates.

Make sure your Moodle profile has a working email. That email gives you quick notices about assignment due dates, quizzes, and course updates, so you don't miss anything. Teachers use it to send announcements, explain topics, and give last-minute instructions. You'll also get alerts when grades are posted and when new or updated resources appear. Checking your email address is not just a technical step—it keeps you informed and ready to succeed.

The following screenshots show step by step how to update your email address.

1. Click on the user menu with your initials in the top right corner.
2. Select **"Profile"**.

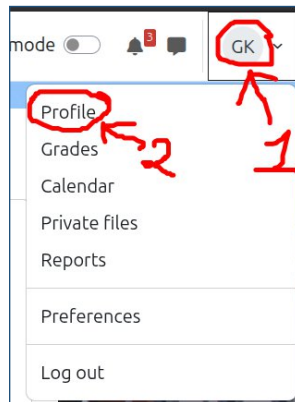


Figure 1: User menu

3. Find the User details section and click on **"Edit profile"**.

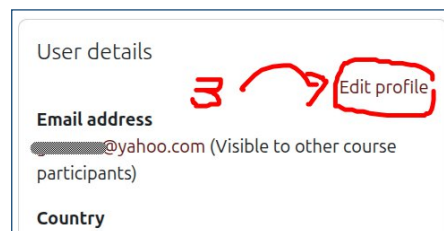


Figure 2: Edit profile

4. Enter the **valid email address** which you actively check as not to miss out on important notifications. Some emails have been updated from the registration records.
5. Make sure to **"Update profile"** to save the new email address your entered.

G.B. [redacted] (Test Student)

General

First name ! G.B.

Last name ! [redacted] (Test Student)

Email address ! [redacted]@yahoo.com 4

Email visibility ? Visible to course participants ▾

City/town 5 Windhoek

Select a country Namibia ▾

Update profile Cancel

Figure 3: Enter new email address and update profile

There is much other information you can update in your profile, such as uploading a profile picture and other items.

———— End of Guide ————