

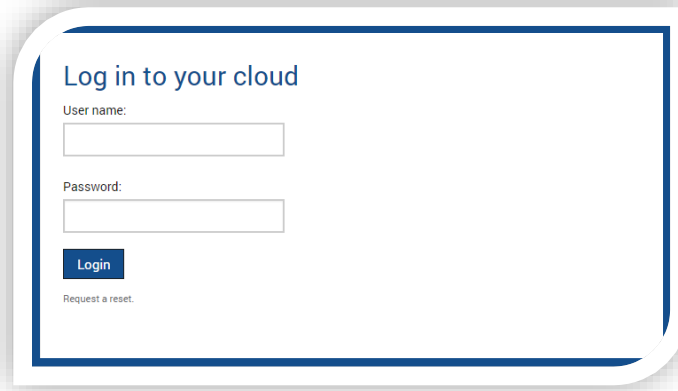
# How to modify my email address

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## I. Access the GIOCloud Portal

- Go to: <https://myportal.leapgio.cloud/>
- Log in into the web portal using your current login and password.



Log in to your cloud

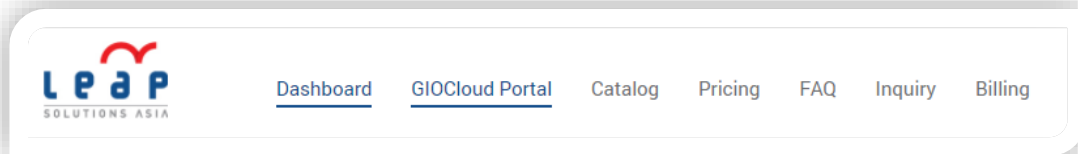
User name:

Password:

[Login](#)

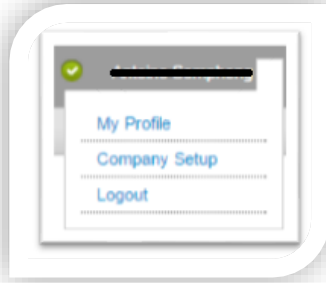
[Request a reset.](#)

- Click on **GIOCloud Portal** located on the horizontal top menu

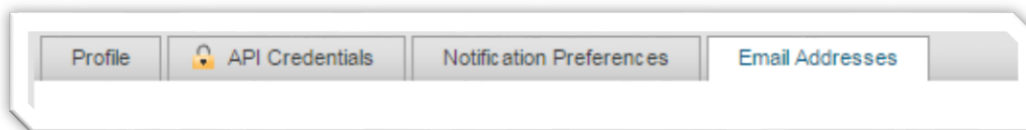


## II. Modify your email address

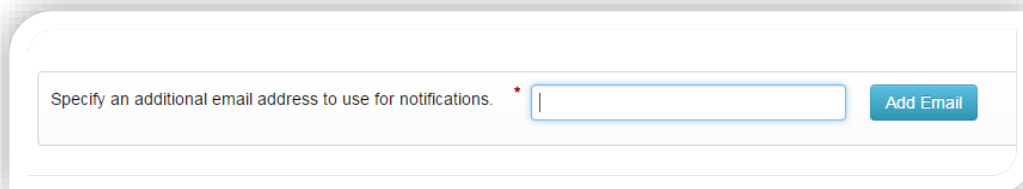
- **Note:** the change of email address will only be effective the following day once it is completed
- On the Personal menu located on the top right corner of the GIOCloud Portal, click on **My Profile**



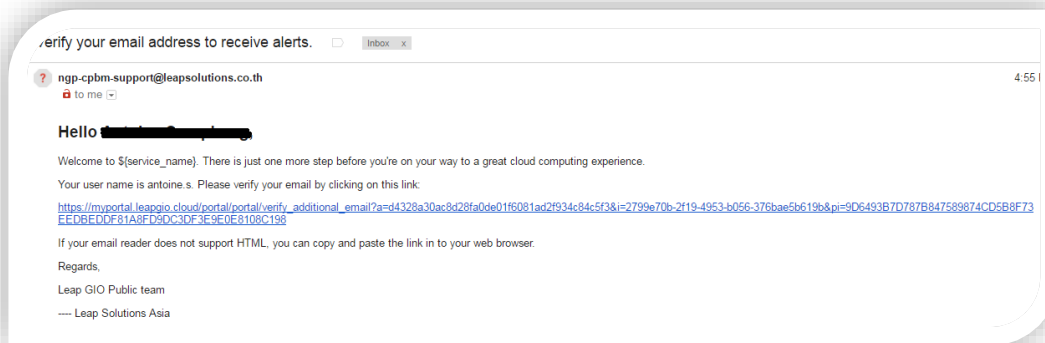
- Click on the **Email Addresses** tab



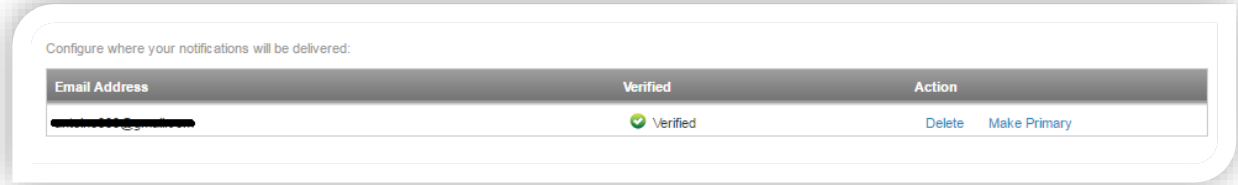
- Specify your new email address and click on **Add email**



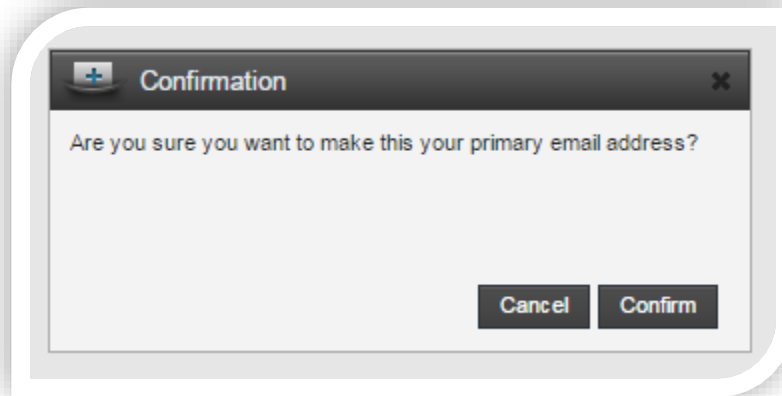
- Go to the inbox of the new email account that you have just added and **verify** your new email account (make sure to check your junk/spam box as well)



- Once verified, go back to the **GIOCloud Portal**, click on **My Profile**, click on **Email Addresses**
- Click on **Make Primary**, next to the email you have just added



- Click on **Confirm**



- Your new email address will then become the primary email, but note that it will only be really effective the following day. Indeed, a batch is processing requests every day during off-business hours as mentioned at the beginning of this chapter.

If you have any additional questions please check our FAQ section.

If you still could not find what you were looking for or believe that there was a careless mistake made in this document, please contact our support at [support@leapsolutions.co.th](mailto:support@leapsolutions.co.th) or send us your inquiry through our [Inquiry Form](#) located on your Leap GIO Public Web Portal.