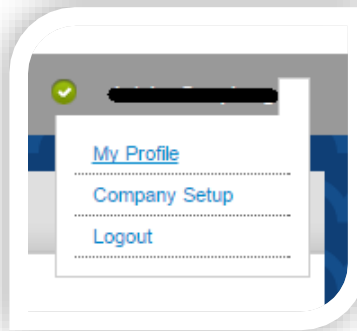


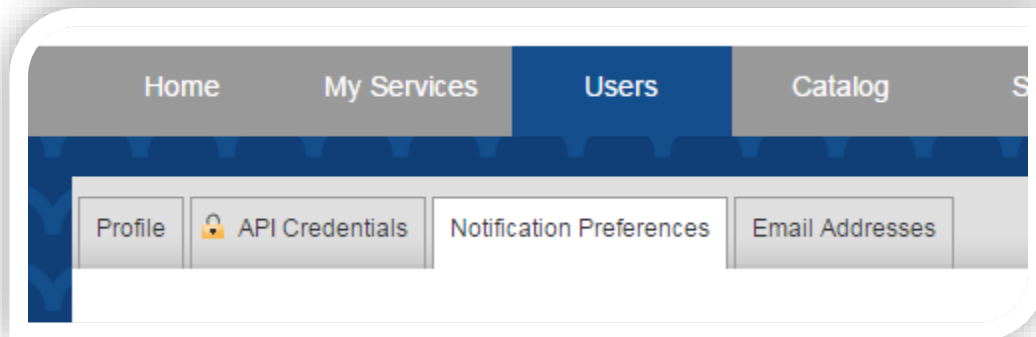
# How to change the notification email address

## Change the notification email address

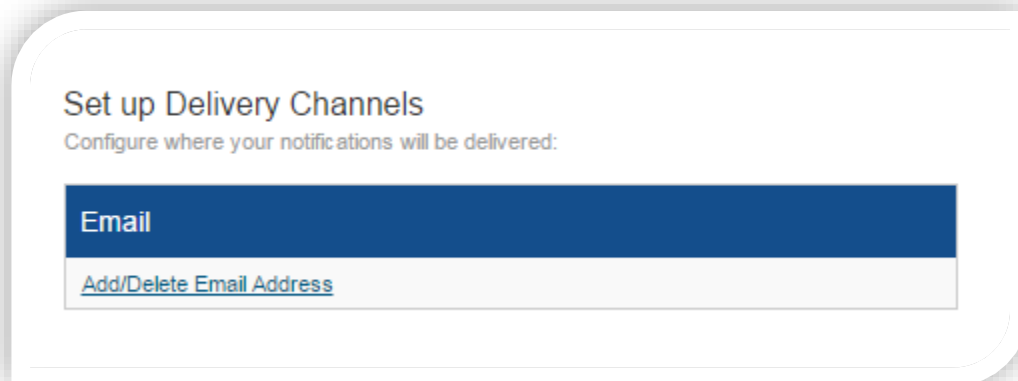
- Login to the **Web Portal** with the **Master Account** then go to the **GIOCloud Portal**, click on **My Profile** located on the **Personal Menu** in the upper right corner



- Click on the **Notification Preferences** tab under the **Users** tab



- Click on **Add/Delete Email address**



- Add the email address that you wish to receive all notifications for

Specify an additional email address to use for notifications. \*

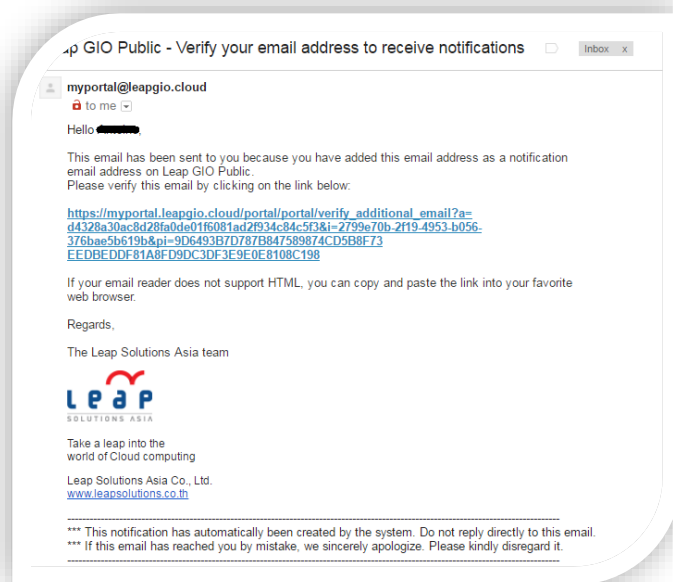


- The email needs to be verified before it can be validated by the system

Configure where your notifications will be delivered:

Email Address	Verified	Action
example@email.com	<input checked="" type="checkbox"/> Verify	Delete

- Verify the new email by validating the link that was sent to the new email address

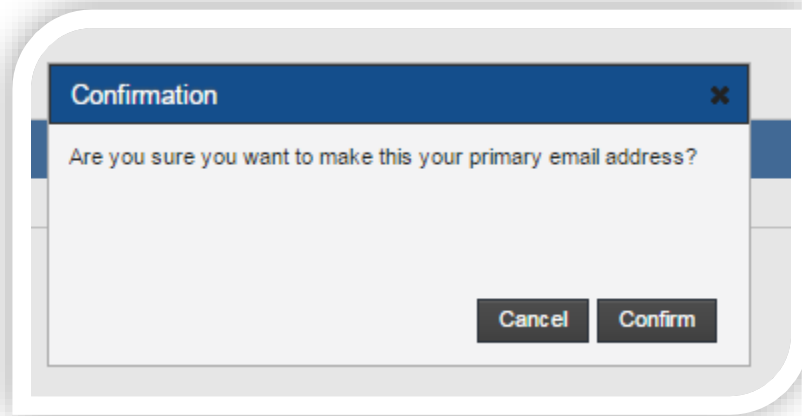


- Once verified, the email address would show as **Verified**

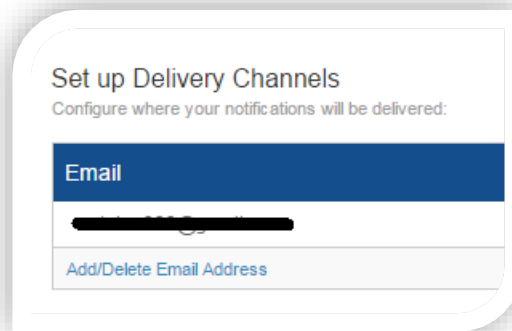
Configure where your notifications will be delivered:

Email Address	Verified	Action
[redacted]@gmail.com	Verified	Delete Make Primary

- To receive notifications on this new email address, the email address needs to be made primary
- Click on **Make Primary** and then **Confirm** to receive future notifications on that new email address



- Once the email has been made primary, all notifications will be sent to that email
- Note that the former email is still recorded in the system and can be made primary again if needed. Just go back to the **Notification Preferences** tab and click on **Add/Delete Email Address** and make your former email address primary again



If you have any questions please check our FAQ section. If you still cannot find what you are looking for or believe that there is a careless mistake 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 Web Portal.