

How to change your email name in Box (name change)

NOTE: You are not really changing your email name in Box put choosing a different primary email address.

Community / Help / General Features

How do I change my email address?



Box Support

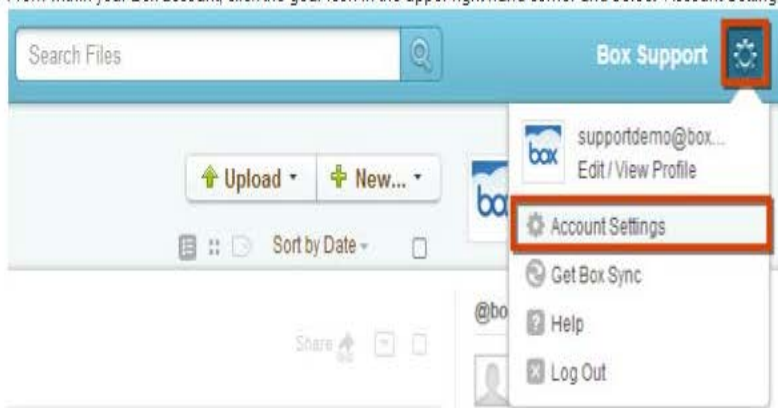
posted this on Apr 15 10:53 am

Updated on May 1, 2013 13:21 pm

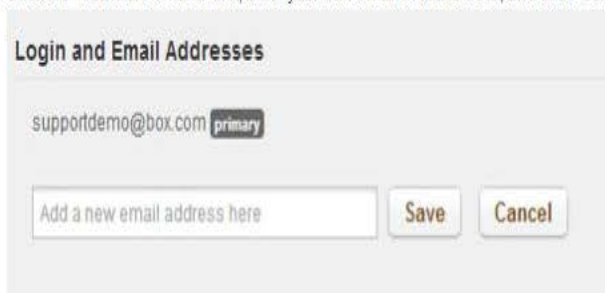


If you would like to change the primary email address of your Box account, please follow the steps below:

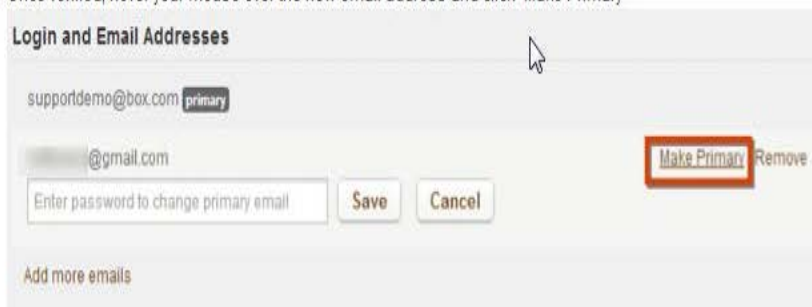
1. From within your Box account, click the gear icon in the upper right hand corner and select "Account Settings"



2. Under the "Account" tab, scroll down until you see a section titled "Login Information"
3. Click the "Add more emails" link, enter your new email in the text box, and click "Save"



4. A verification link will be sent to the new email address to confirm its addition (Note: stop here if you simply want to link multiple email aliases to your Box account)
5. Once verified, hover your mouse over the new email address and click "Make Primary"



6. Confirm this action by entering your current Box password and clicking Save