

Changing your E-Mail-Address



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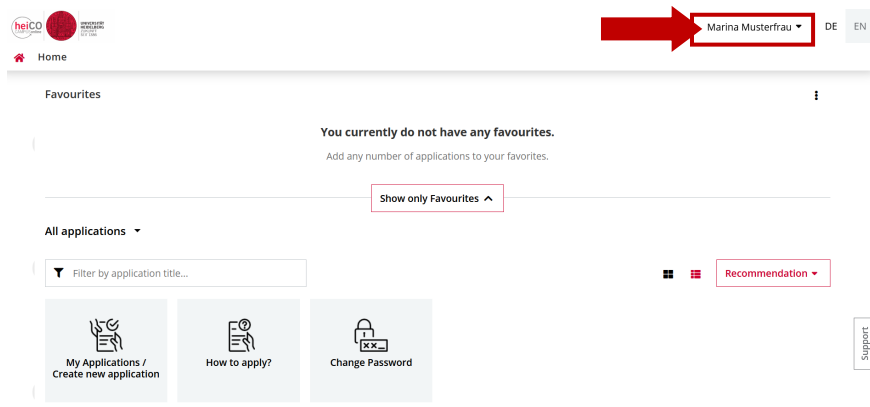


Fig. 1

1. After logging in to heiCO, click on your name on your personal homepage to open the drop-down menu (see fig. 1).

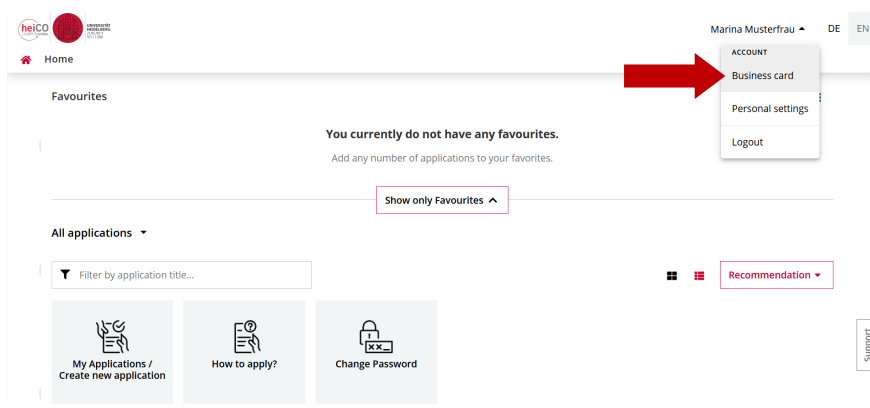


Fig. 2

2. Click on "Business card" (see fig. 2).

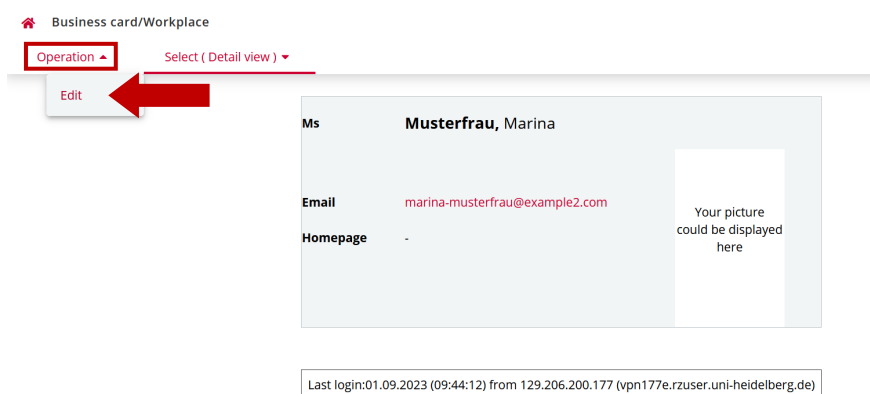


Fig. 3

3. Open the drop-down menu under "Operation" and click on "Edit" (see fig. 3).

Business card / Musterfrau, Marina

Operation (Edit) ▼ Select ▼

Email	marina-musterfrau@example2.com
Confirmed email address	Edit
Contact address	Edit
Business card picture	Edit
Display options	☒ always ☐ only to authenticated users
Business card/Workplace background image	Edit

Save Cancel

Fig. 4

4. You can change your confirmed e-mail address by clicking on "Edit" in the corresponding line (see fig. 4).

confirmed email addresses

New email address john.doe@example.com

+ Add

Email	Status	last confirmed on
marina-musterfrau@example2.com	✓	01.09.2023

Save Save and Close Cancel/Close

Fig. 5

5. Enter the new e-mail address in the free text field and click on "Add" (see fig. 5).

confirmed email addresses

New email address

✓ Changes will be applied after saving.

+ Add

Email	Status	last confirmed on
marina.musterfrau@example.com	⚠ A confirmation email will be sent after saving.	
marina-musterfrau@example2.com	✓	01.09.2023

Save Save and Close Close

Fig. 6

6. Then click on "Save and Close" to apply your changes (see fig. 6).

Dear Ms Musterfrau, you have successfully changed your confirmed email address. Please click on the link <https://quality.heico.uni-heidelberg.de/heico/wbvalidemail.wbValidateEmailAdress?ptoken=qgnnMgmHuYhipCJGCedjEFVKAUNRHqIBCbjYWKptvtMGpyCRZQ> to complete the activation process. This link is valid until 11.09.2023 10:12.

7. Follow the link you received in the email to complete the activation (see fig. 7).

Fig. 7

Confirm email address

Username okuz416u

Validierungstoken qgnnMgmHuYhipCJGCe

Token einlösen

8. Confirm the new e-mail address by clicking on "Redeem token" (see fig. 8).

Fig. 8

Business card / Musterfrau, Marina

Operation (Edit) ▼ Select ▼

Email	marina.musterfrau@example.com	
Confirmed email address		Edit
Contact address		Edit
Business card picture		Edit
Display options	☒ always ☐ only to authenticated users	
Business card/Workplace background image		Edit

Save Cancel

9. The email address has been successfully changed (see fig. 9).

Fig. 9