

## How do I change my email ID?

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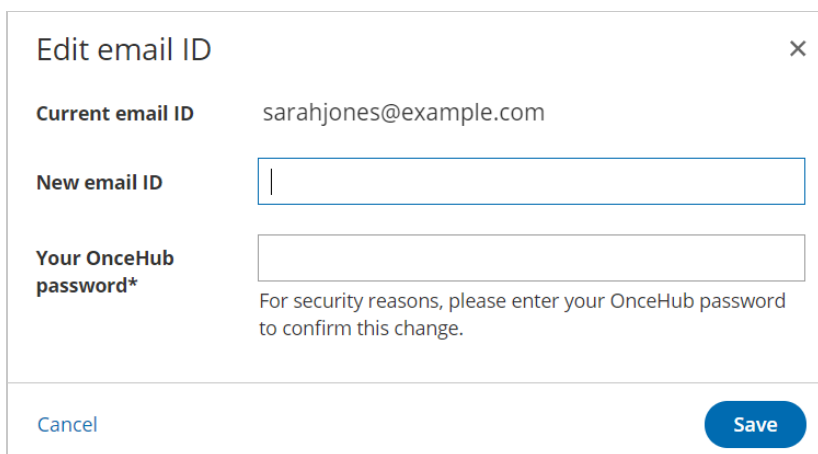
The OnceHub email ID is the email address you provided when you joined the OnceHub account. In this article, you will learn how to change your email ID.

**Note:**

When using OnceHub for G Suite, your email ID is your G Suite ID and as such it cannot be changed by OnceHub.

### Changing your email ID

1. Sign into your OnceHub account.
2. In the lefthand sidebar, select **Profile -> Personal details**.
3. Click the pencil icon next to your **Email ID**.
4. The **Edit email ID** pop-up will appear (Figure 1).



**Edit email ID** ×

**Current email ID** sarahjones@example.com

**New email ID**

**Your OnceHub password\***

For security reasons, please enter your OnceHub password to confirm this change.

Cancel Save

Figure 1: Edit email ID pop-up

5. Enter your **New email ID** and **OnceHub password**.
6. Click **Save**.

**Note:**

[OnceHub Administrators](#) can edit another User's email ID in the User's profile. In this case, the Administrator will be required to enter their own OnceHub password to confirm the changes. [Learn more about editing other User profiles](#)