



Update your email address

If you have a new email address, you can update the new email address to receive notifications and other work related mails to the correct email address.

 Note: You will be able to update your email address only via browser.

To update your email address

1. Log in to Zoho Shifts using a browser.
2. Select your **Profile Icon** in the top-right corner, then select **My Profile**.
3. Click on the **Edit** option next to the email address.
4. You will be redirected to Zoho Accounts page, please type in your password if prompted.
5. Click **Email Addresses** under **Profile**.
6. Click **Add Email Address**.
7. Enter the email address and click **Add**.
8. Enter the one-time password (OTP) sent to your email address, then click **Verify**.
9. Once the new email address is verified, hover over the email address and mark it as primary email by clicking on **Set as Primary address**.
10. Click **Make Primary**.