## How to hide your email address from other users on Myplace

Once you have logged in to Myplace, click on the drop-down arrow beside your name on the top right of the screen and choose **Preferences**:

Profile	
Grades	
Calendar	
Private messages	
Private files	
Reports	
Preferences	
Logout	

## Then choose Edit Profile:

references		
User account		
Edit profile		
Preferred language		
Forum preferences		
Editor preferences		
Calendar preferences		
Content bank preferences		
Security keys		
Message preferences		
Notification preferences		
Linked logins		

## Scroll to Email visibility and select the 'Hidden' option:

Email visibility

0

Scroll to foot of page and Update profile to save this setting:

