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

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

3. Open the drop-down menu under "Operation" and click on "Edit" (see fig. 3).
4. You can change your confirmed e-mail address by clicking on "Edit" in the corresponding line (see fig. 4).

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

6. Then click on "Save and Close" to apply your changes (see fig. 6).
7. Follow the link you received in the email to complete the activation (see fig. 7).

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

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