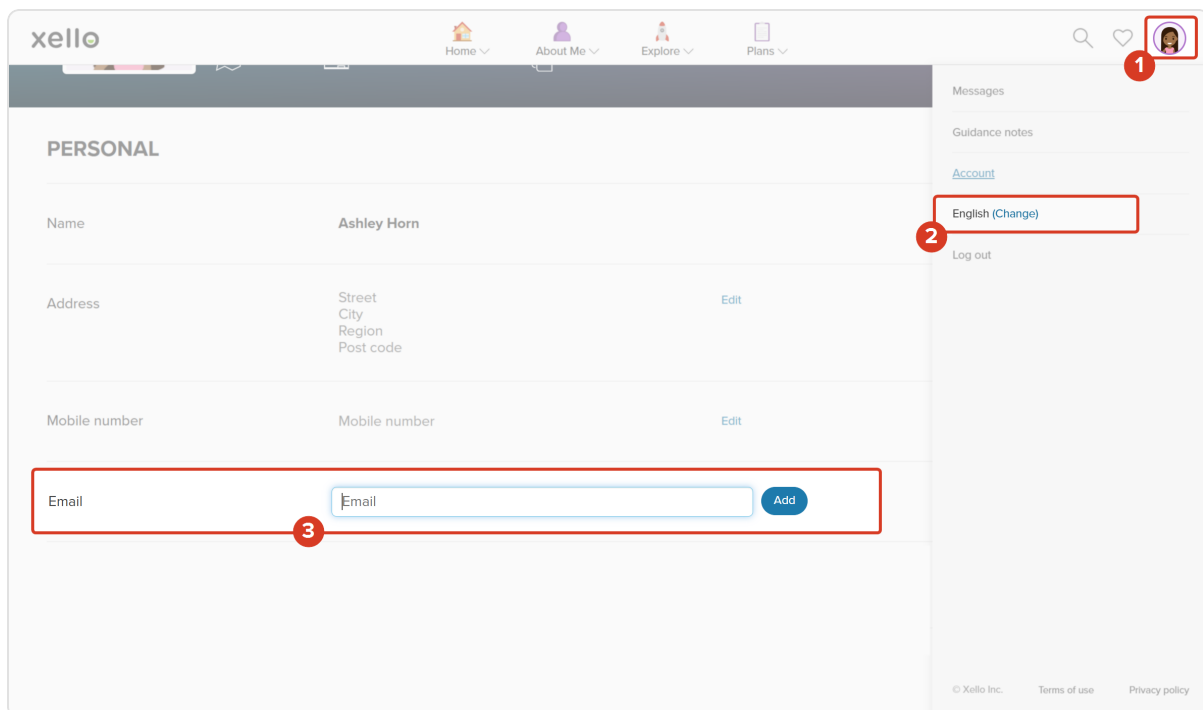


## Add your personal email to Xello

Add and verify your personal email in Xello to get important notifications and keep your access after you leave school.

### Why add your personal email?

- **Access after graduation:** You can keep using Xello to access your saved career assessments, CV, and plans for after you leave school.
- **Easy account recovery:** Locked out? Forgot your password? If you have a personal email linked, you can reset your password yourself through your email.
- **Stay in the loop:** Receive notifications and updates about your future planning directly to an inbox you actually check.



### How do you add it?

- 1 On any page in Xello, from the top right corner, click your avatar to open a menu.
- 2 From the menu, click **Account** to open your profile details.
- 3 In the **Personal** section, enter your email and click **Add** to send a confirmation link to this address.
- 4 Open the email and follow the instructions to verify your address.
  - Once verified, this will become your primary address for your Xello account.