

What to do when you have not used the correct email address in your profile

Your email address in your new profile **must match** the email address where you received the original invitation to a site in order to successfully log in to the site.

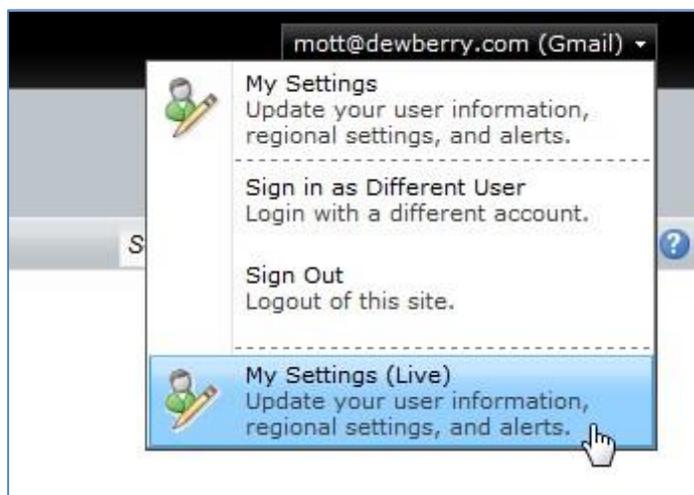
To change your email address in your profile first browse to the root web site at <https://projects2.dewberry.com> and sign in with your Google or Windows account. To do this, click "Sign In" in the upper right corner. If you are already signed in, from the menu select "Sign out".

Delete your browser cookies. (In IE, go to Internet Options -> Browsing history -> Delete... -> make sure Cookies and website data is selected then click Delete button)



Select the Google or Microsoft button and sign in as normal (anyone with an account can sign in to the root site regardless of what email was used in the profile). Once you've signed in, in the upper right corner, open the account options menu by clicking on your email address (or name).

Select the "My Settings (Live)" option.



This will show your profile settings.

Change your email address to match the email address where you received the original invitation

Click “OK”.

You will need to verify the new email address.

Open your email client and look for a verification request email from projects2@dewberry.com with the subject line “Email Verification For projects2.dewberry.com”.

Open the email, and click the link within it to verify you own the email address.

Once you have verified your email address, you’ll need to sign out and back in or click “Sign in as a different user” on the access denied page. At the sign in page, select the same account you just logged in as – you should now have access to your team site.

For questions, please contact sharepoint@dewberry.com.

Projects2@dewberry.com

This email has been sent from: <https://projects2.dewberry.com>

We require you to verify your email address when you create a new account or when you change your email address. The verification is to ensure that you own the email address.

Activation Instructions

Thank you for registering. You may activate your account and verify your email address by clicking on the following link:

https://projects2.dewberry.com/_layouts/live/Confirm.aspx?VerificationKey=e475c1e0-48f5-bce0-d13ec57e4d05

Or copy and paste the link into your web browser.

Regards

projects2.dewberry.com

Sample Verification email.