



## User / eMail Address Re-Verification Process

Software Support - 2023-11-17 - How-To

If your Site Owner has enabled the eMail Address Re-Verification functionality.

You must re-verify your email address to continue accessing your Kahootz site.

If you fail to re-verify, you'll be locked out of your account and require assistance.

The default number of days between email re-verifications is every 90 days.

Along with receiving a warning email 14 days before re-verification is required.

Depending on how your Site Owner has configured your particular site settings.

You'll receive an email "x" amount of days before you need to take action.

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Hi CJ (Kahootz),

You need to re-verify your email address ([CJH@Kahootz.com](mailto:CJH@Kahootz.com)) by **01 Dec 2023**. We ask you to do this to show you still have access to the email address you used to register on the site.

You can re-verify your email address from your profile page.

[Go to your profile](#)

We're letting you know now so you can re-verify your email address at a time that's convenient to you.

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This message was sent by [Kahootz Technical Support.com](#)

Verify your Email Address

Either click on the link "Go to your Profile" within the email you've been sent or...

When you next log into your account, you'll be prompted to send a verification email.

Below is an example of what that page would look like when logging into your account.

## Verify your Email Address

To continue, we need to verify your email address. We will ask you to do this periodically to show you still have access to the email address you used to register on the site.

We'll send an email to **CJH@Kahootz.com**. The email will contain a link that you must click on to verify your email address.

Send Verification Email

Press the "send verification email" button to receive an email from us.

Once you've pressed the button, we'll advise that we've sent an email.

## Verify your Email Address

We've sent an email to **CJH@Kahootz.com**. Please click on the link in the email to verify your email address.

If you can't find the email, please check your junk mail folder.

Go to your mailbox and locate the email we sent you.

If you cannot find the email, your system may have marked it as spam.

Therefore, you'll need to contact your internal IT team so they can release it.

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Hi CJ Holt (Kahootz),

To activate your account ([CJH@Kahootz.com](mailto:CJH@Kahootz.com)) please click on the following link:

Activate your account

If you did not register on the site, and have received this email from someone else's actions, please contact our support team at the following email address: [support@kahootz.com](mailto:support@kahootz.com)

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Press the "activate your account" button, as shown above, to verify your email address.

When you click the button, you'll be taken to your Kahootz site, asking you to confirm.



If you cannot click on the button via your email, right-click and copy the hyperlink.

Open your internet browser, paste the copied URL, and press enter.

# Verify Your Email Address

Please click on the "Confirm" button to continue

Confirm

Press the "confirm" button.

 Thank you for confirming your email address.

You can now continue to access your Kahootz site.