



High Ground University

How to Update Your Customer Address

In this video, we will discuss how to update your customer address.

Your customer address is primarily used as a resource for your email recipients. It is included at the bottom of every email message you send from the system.

To update your account address, hover over the Account Tab in the navigation bar and select Account Details option from the drop-down menu.

Next click the 'Edit Account Details' button on the bottom on the screen.

Then update your information in the Customer Address box.

Finally, click the update button at the bottom of the screen to save.

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at support@highgroundsolutions.com.