On a web browser.
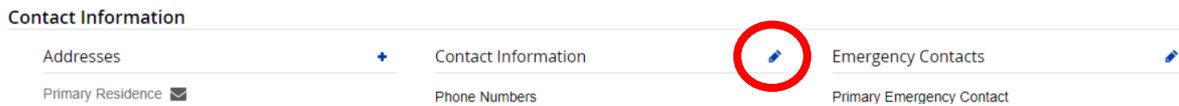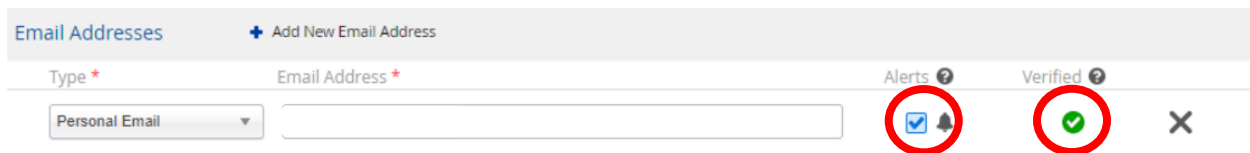
1. In your profile, click to edit Contact Information.

2. Ensure your email is current or update it. Check alerts and where the green check is there will be a blue box that says verify.

3. You will receive an email with a link to click to verify you address. Once your email is verified the green check will reflect in this section. If you update your email in the future you will need to verify again.