

Edit your information in Meta Business Suite

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In Meta Business Suite, you can update your name and the email address you use for a business portfolio.

Your email notifications from your business portfolio are sent to the email address you use. You can change your [notification settings](#) in **Settings**. **Note:** Updating your business portfolio with a work email address will not change your personal Facebook account's email address.

Update your information

To edit your information in Meta Business Suite:

1. Go to [Business portfolio info](#).
2. In the **My info** section, click **Edit**.
3. Update your name or email address.
4. Click **Save**.
5. To finish updating your email address, verify the change via the confirmation email sent to you. If you can't find it, check your spam folder. To resend the confirmation email, go to **My info** and click **Resend email**.

Note: If you have a verified business, learn how [editing your business details will affect your verification status](#).

Common support topics

[About advertising restrictions](#)

Business Help Center

[Troubleshoot a disabled or restricted account](#)

Business Help Center

[About Meta Business Support Home](#)

Business Help Center

[Fix a failed payment issue on Meta](#)

Business Help Center

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