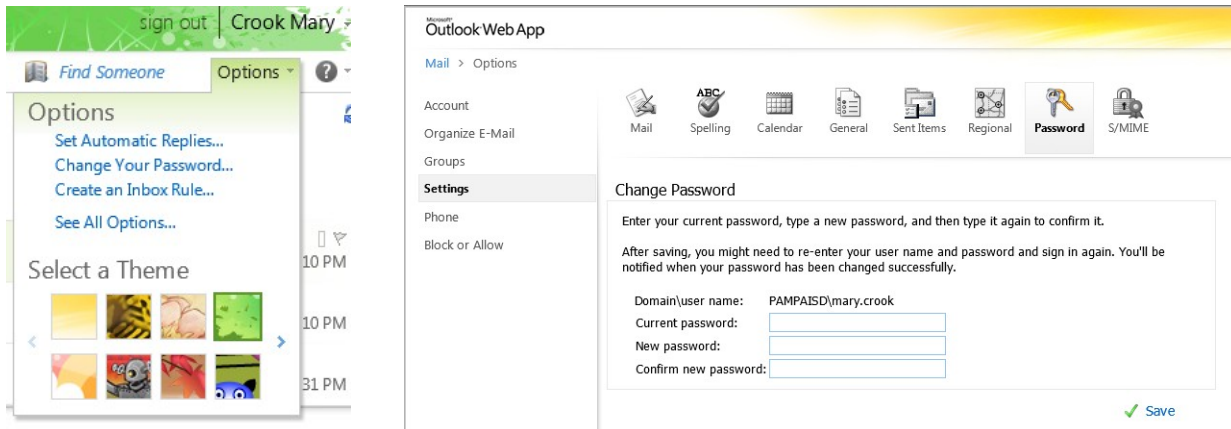


To change your email password

Go to your account through web mail. In the upper right click on the Options button. Select “Change Your Password...” from the menu. Put in your current password and then your new one will need to be entered and confirmed. Press the save button before logging out.



Email passwords and computer logins are the same. You can also change your email password by changing your log in password. This is easily done by hitting the Ctrl, Alt and Delete buttons and choosing the “change a password” option. Follow the prompts and confirm correctly and you are done. Be sure to update your password on all devices (Phones for example) so that your log in does not get locked.