



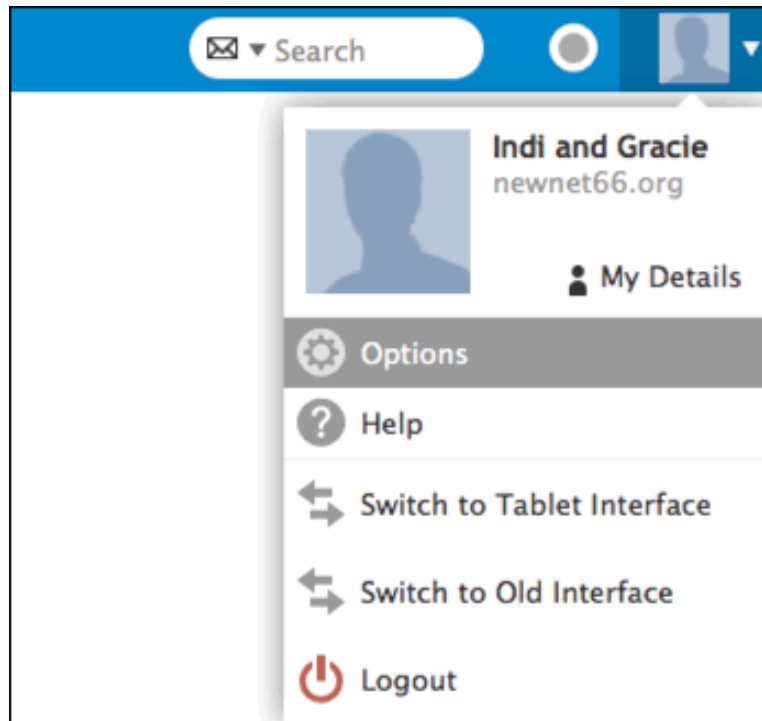
NewNet 66

Changing Your Email Password

Step #1.

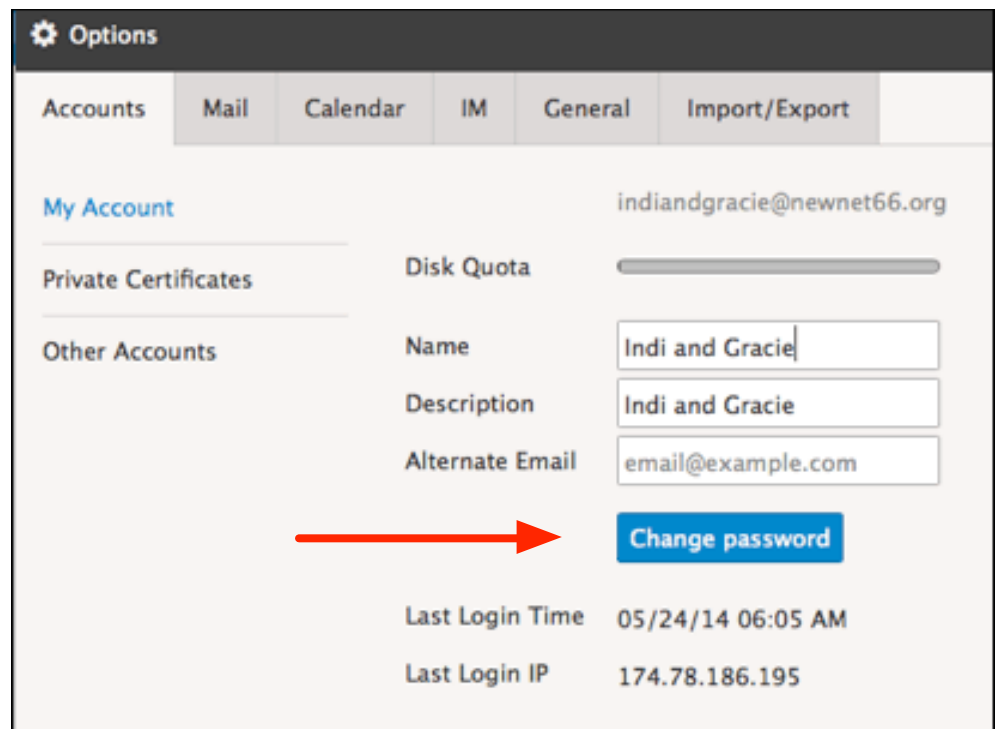
Login to your web mail account and click on the Icon at top right of your screen. Choose the "Options" link.

If you do not know your password contact your Technology Director.



Step #2.

Click on the "Change Password" link in this window.





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Changing Your Email Password

Step #3.

Enter your old password and then your new password twice.

Remember, passwords must contain 8 characters containing a combination of upper case, numbers, and a special character.

Special characters can be @ # \$ % ^ & * .

The mail server will prompt you if you make a mistake.

Do not use any part of your name or your school mascot name.

Click "OK" and your done.

A screenshot of a 'Password change' dialog box. The dialog has a dark header with a user icon, the title 'Password change', and a red close button. Below the header are three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Each field contains a series of dots representing masked text. An information icon is located to the right of the 'New Password' field. At the bottom left of the dialog is a blue button with a white checkmark and the text 'OK'.