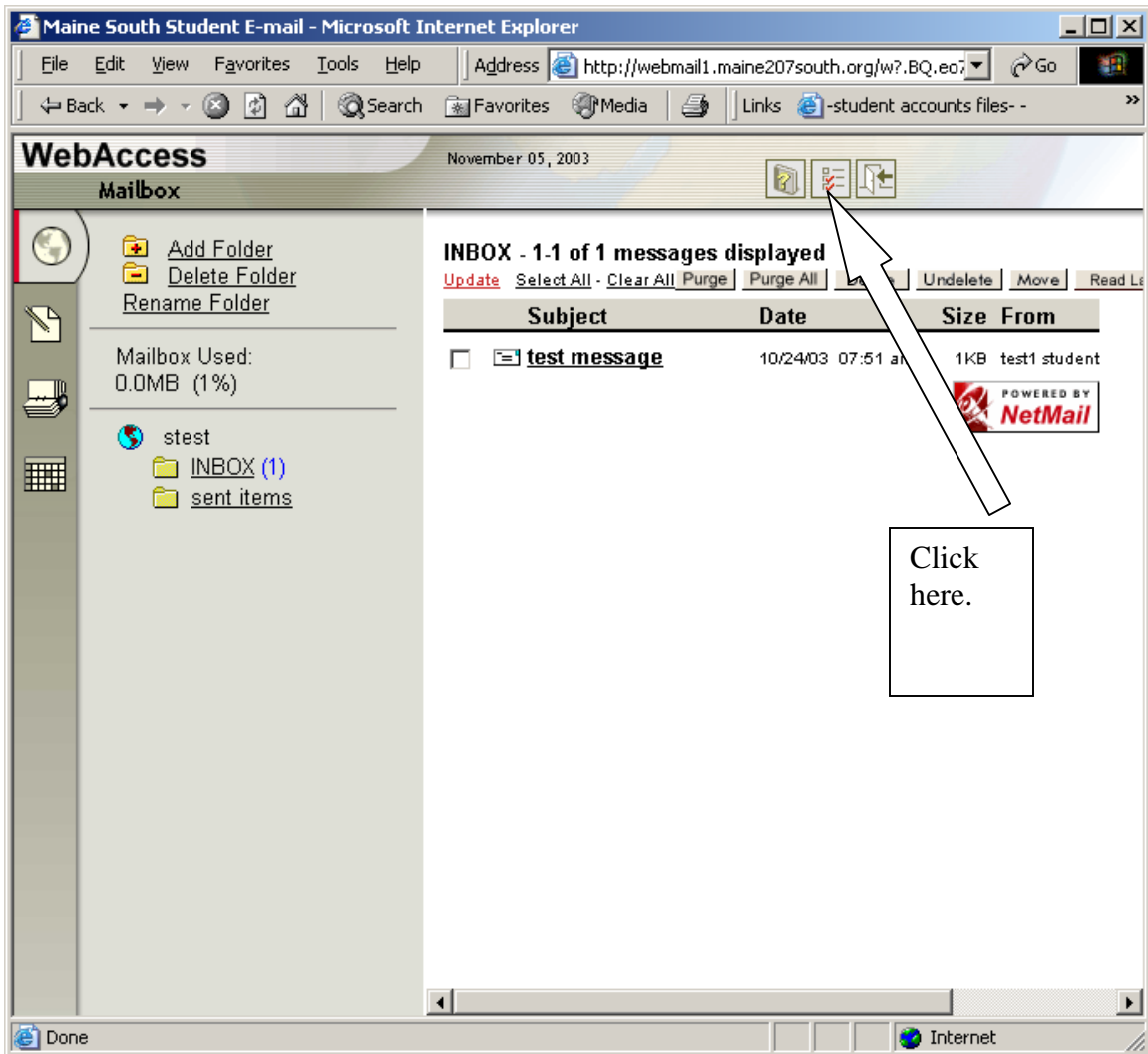


1. Once the student logs in to Student email account, he'll have this window.



2. Once you click the options button as shown above, one can change the password.
“old password” means your current password.
“new password” means the password to which you want to change.
3. Make sure to click “Save” button at the bottom to save the change.

Options - General Settings

General Settings | MailBox Management | Rules | Proxy Settings

Change your password

Type your old password:

Type your new password:

Retype password:

WebAccess Settings

Timeout: 20 Minutes

Reply to:

Default Charset: UTF-8

Language: English

Select Template: WebAccess

Messages per Page: 50

Address Book Settings

Public LDAP Server:

Privacy: None

Time and Date Settings

Time Zone: (GMT-06:00) Central Time (US & Canada)

Short date format: MM/dd/yy

Long date format: MMMM dd, yyyy

Time format: h:mm tt

First day of week: Sunday

Save Close

1.Type your old and new password here.

2.Click Save button to save new password.