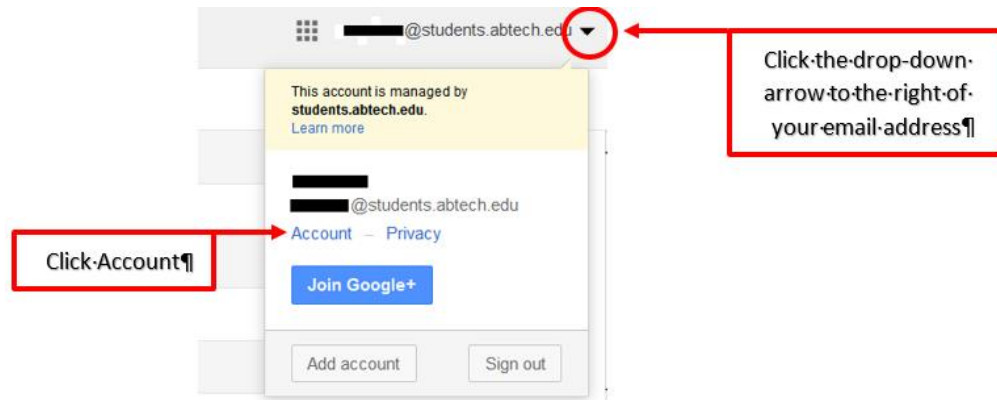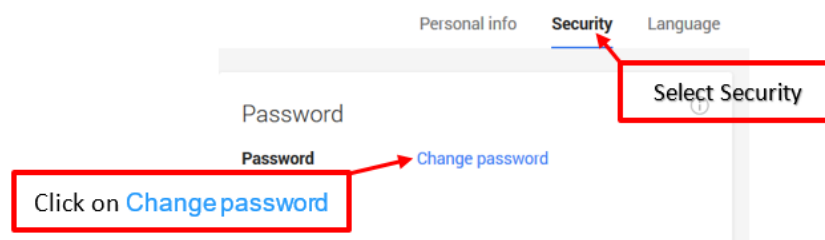**IT Helpdesk**

How-to Guide

How-To Change Your Student Email Password

1- Login to your student email and click the small triangle beside your email address.

2- A window will open; click on the word "Account".

3- Select Security" from the horizontal tab then click on "Change password".

4- Fill in the fields and click "Change Password" button. Your new password must be at least 8 characters long.

5- Use your new password when you login next time.