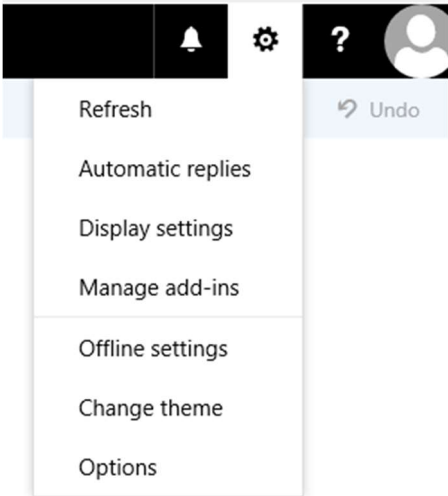
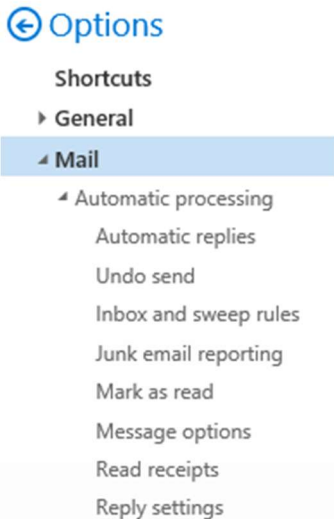
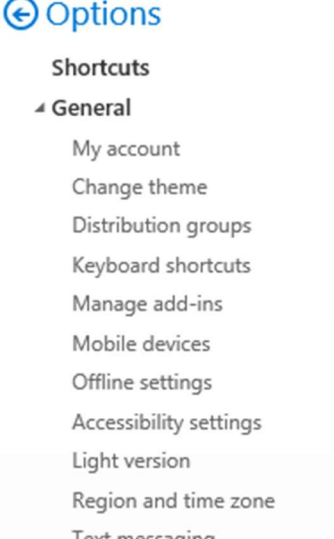


How to change your email password on the WebMail site

<p>After you successfully log into your email, look for the gear in the upper right hand corner. Click on "Options" at the bottom of the list.</p>	 <p>This screenshot shows the top right corner of the WebMail interface. A settings menu is open, displaying options: Refresh, Automatic replies, Display settings, Manage add-ins, Offline settings, Change theme, and Options. The 'Options' option is highlighted at the bottom of the list. To the right of the menu is an 'Undo' button.</p>
<p>A new window will open on the left hand side of the page. Click on the word "General" at the top.</p>	 <p>This screenshot shows the 'Options' sidebar on the left side of the page. The sidebar has a title 'Options' with a back arrow icon. Below the title is a 'Shortcuts' section. Under 'Shortcuts', there are two expandable sections: 'General' and 'Mail'. The 'Mail' section is currently expanded, showing a list of settings: Automatic processing, Automatic replies, Undo send, Inbox and sweep rules, Junk email reporting, Mark as read, Message options, Read receipts, and Reply settings. The 'Mail' section header is highlighted in blue.</p>
<p>The General section will now expand. Click on the words "My Account"</p>	 <p>This screenshot shows the 'Options' sidebar with the 'General' section expanded. The 'General' section header is highlighted in blue. Below it, a list of settings is visible: My account, Change theme, Distribution groups, Keyboard shortcuts, Manage add-ins, Mobile devices, Offline settings, Accessibility settings, Light version, Region and time zone, and Text messaging. The 'My Account' option is highlighted in light blue.</p>

Your account information will now open.
Here you can update any information you would like.

Near the bottom right you will see where to update your password. You will also see how much space you have available.

Click on Change your password.

City

State/Province

Zip/Postal Code

Country/Region

Office

[Change your password](#)

Mailbox usage

8.78 MB used. At 2.00 GB you won't be able to send email.

The change password box will now appear on the right.

Enter your current password (the one that let you log in)

Now create a new password.

The passwords need meet the following requirements:

- At least eight characters in length
- Contain a capital letter, a lowercase letter, and a number. Symbols are acceptable.
- Cannot be a password you used recently
- Cannot contain your name or the word Tusculum

Click "Save" when finished

✓ Save ✕ Discard

Change password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your username and password and sign in again. You'll be notified when your password has been changed successfully.

Email address:

Current password:

New password:

Confirm new password: