1. Login to the Law School computer using your Law School email credentials.

2. Press Ctrl+Alt+Delete on your keyboard simultaneously to bring up the menu on the left.

   Click on Change a password...

3. Enter the Old password, and provide the New password in the appropriate fields.

   **Please note:** Changing this password will also affect any device configured to receive your Law School email.

   You will need to update the password on those devices to continue getting email.