

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.

