

Changing Email and Network Password

When you log into your email account the first time, you must change your password. Your password is set to expire automatically every 90 days. You can change your password any time before the automatic expiration by using the following instructions. If you have been locked out of email (and Blackboard), you may contact the TRC helpdesk at extension 5555 or trc@mvnu.edu to have your password reset to your student ID#.

1. Log into your email account from <https://webmail.mvnu.edu/gw/webacc>

2. Click on the Options button indicated

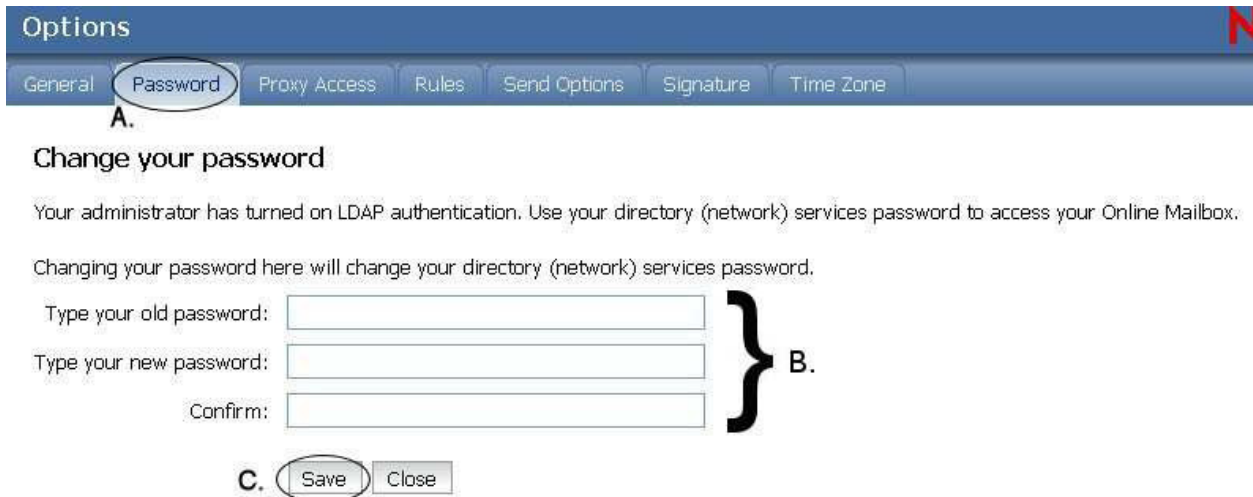


3. The following will appear in a pop-up window.

A. Click "Password"

B. Enter your old password (the current password you are using), New Password, Re-enter your New Password to confirm the change

C. Click "Save"



Options

General Password Proxy Access Rules Send Options Signature Time Zone

A.

Change your password

Your administrator has turned on LDAP authentication. Use your directory (network) services password to access your Online Mailbox.

Changing your password here will change your directory (network) services password.

Type your old password:

Type your new password:

Confirm:

B.

C.

Keep in mind that once you have changed your password you will need to use that password to access your email, Blackboard, and the network in the classroom.