Staff Email Password Change Instructions

To reset your email password please do the following: First log into your NCAD Staff Webmail account (For instructions please click here)

Communications Express				
Mail Address Book	Options A.			
Global Mail Address Book				
Settings Change Password				
Options - Global Settings				
Default Email Client: Con Language: Eng	Iish			

- A. Click on the "Options" tab
- B. Click on the "Global" tab
- C. Click on "Change Password" tab

Communications E Welcome John O' Donnell	Express		∎ Home	Log Out	■ Help		
Mail Address Book	Options						
Global Mail Address Book							
Settings Change Password							
Options - Change Password							
Current Password :	*****	D.					
New Password:	******	E.					
Re-enter New Password:	******	F.					
		Save	G.				

- D. Enter your current email password
- E. Type in the new email password you wish to use
- F. Re-enter the new password you typed in in E. above

Please note that if you use a mail client ("Thunderbird", "Entourage", "Outlook", "Outlook Express", or "Mac Mail") you will be prompted for this new password when you try to send or receive email