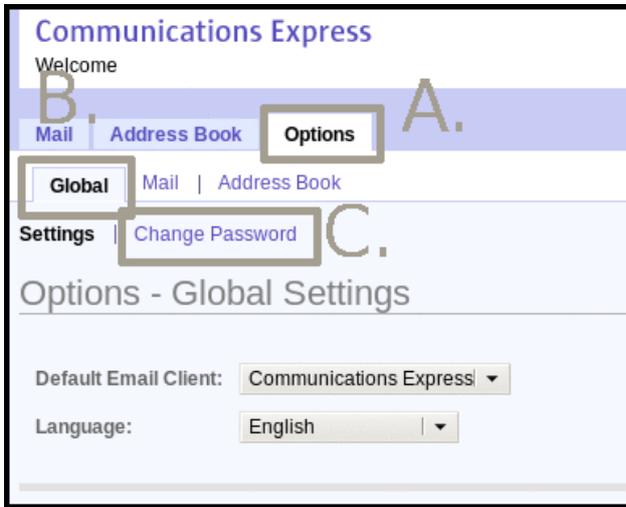**Staff Email Password Change Instructions**
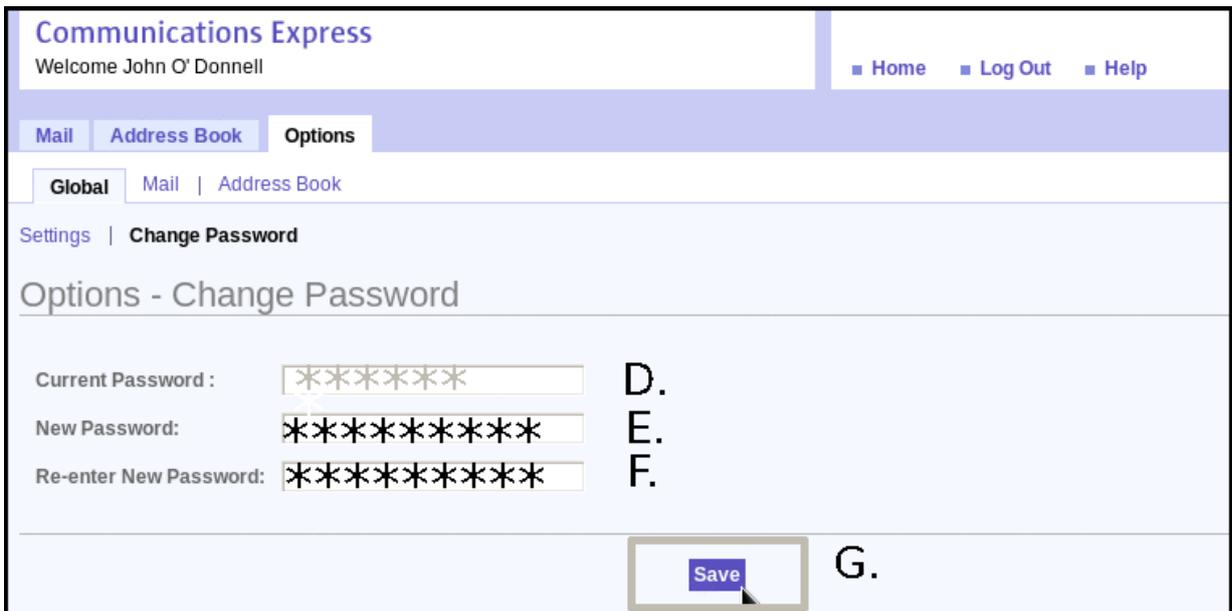
To reset your email password please do the following:

First log into your NCAD Staff Webmail account
(For instructions please click here )



A. Click on the "Options" tab

B. Click on the "Global" tab

C. Click on "Change Password" tab



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