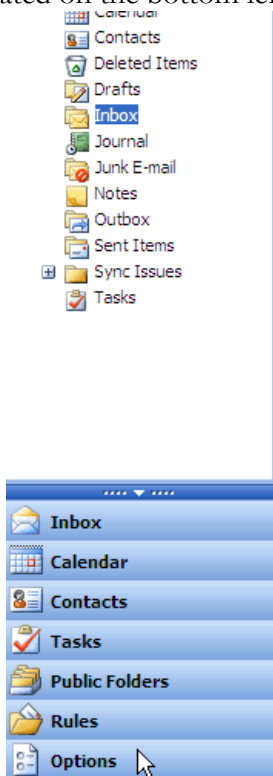


Instructions for changing your password

1. Log into Patriot Webmail by going to <http://email.ucumberlands.edu/exchange/>



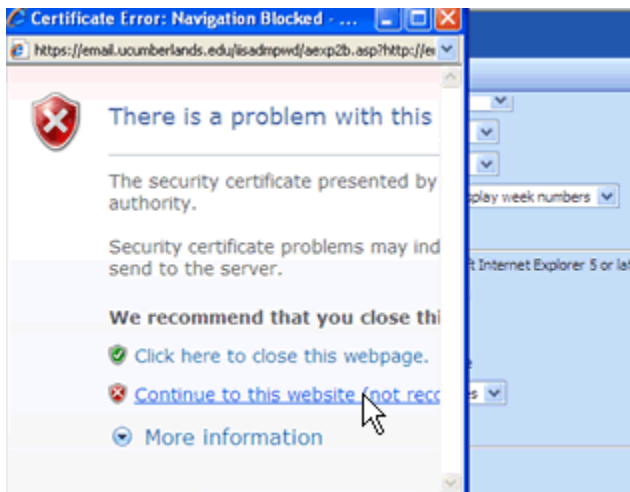
2. Choose the "Options" panel located on the bottom left of your screen.



3. Scroll to the bottom of the Options window and click the "Change Password" button.



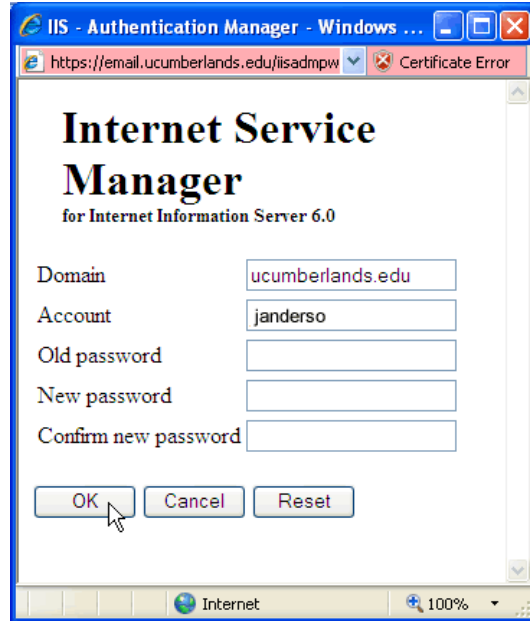
4. A pop up window will appear indicating that there is a problem with proceeding. Click “Continue to this website.”



5. Enter your username and password. Remember your username is your_username@ucumberlands.edu and the password is the password you used to log into Patriot WebMail.



6. Enter your old password in the old password box (the one you just used). Then enter your new password in the two boxes provided. Remember to include both letters and numbers in your password. Your password must be a minimum of 6 characters. When finished, click OK.



7. You've now reset your password.