

Changing South College Faculty / Staff E-mail Password

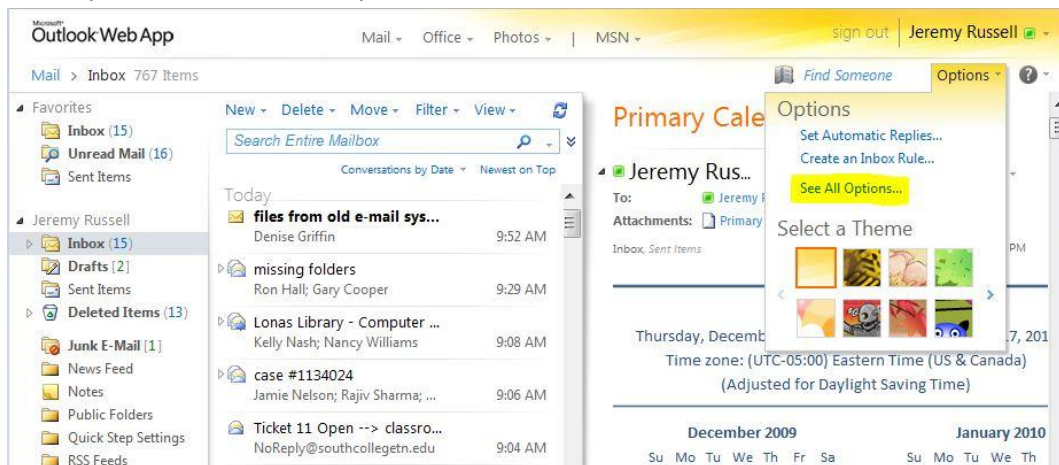
1. Log in to South College webmail, by going to www.southcollegetn.edu and clicking “Staff and Faculty Webmail”
2. Type in your full e-mail email address and your e-mail password.

sign in

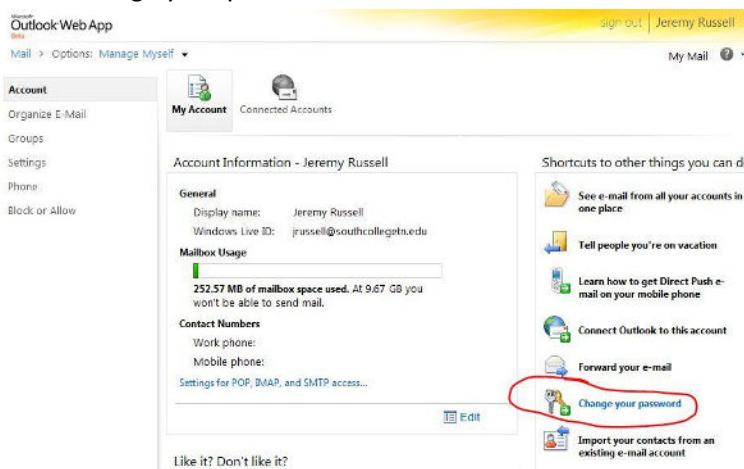


A sign-in form for the email address jrusell@southcollegetn.edu. It features a profile picture icon, a password field with masked characters, a "Forgot your password?" link, a "Remember my password" checkbox, and a "Sign in" button. Below the form is a link that says "Sign in with a different Windows Live ID".

3. Click Options, then show all options.



4. Click “Change your password”



5. Click “Change” located across from “Password”

Account overview

Account information

Windows Live ID: jrussell@southcollegetn.e...	Change
Unique ID: 000340019F69E17C	
Name: Not specified	Add
Registered since: May 27, 2011	
Country/region: United States	Change
Birth date: 1983	Change
Password: *****	Change

6. Fill out the following fields to change your password.

The screenshot shows a browser window with the following elements:

- Windows Live™ Hotmail (0) Messenger (0) Office Photos | MSN
- Change your password
- Account ► Password
- A strong password helps prevent unauthorized access to your email account.
- Windows Live ID: jrussell@southcollegetn.edu
- Old password: [text input field]
- [Forgot your password?](#)
- Type new password: [text input field]
- Six-characters minimum; case sensitive
- Password strength: [progress bar]
- Retype new password: [text input field]
- Make my password expire every 72 days
- Save Cancel

7. Click "Save". Once done, your e-mail password change is complete.