

## Changing South College Faculty / Staff E-mail Password

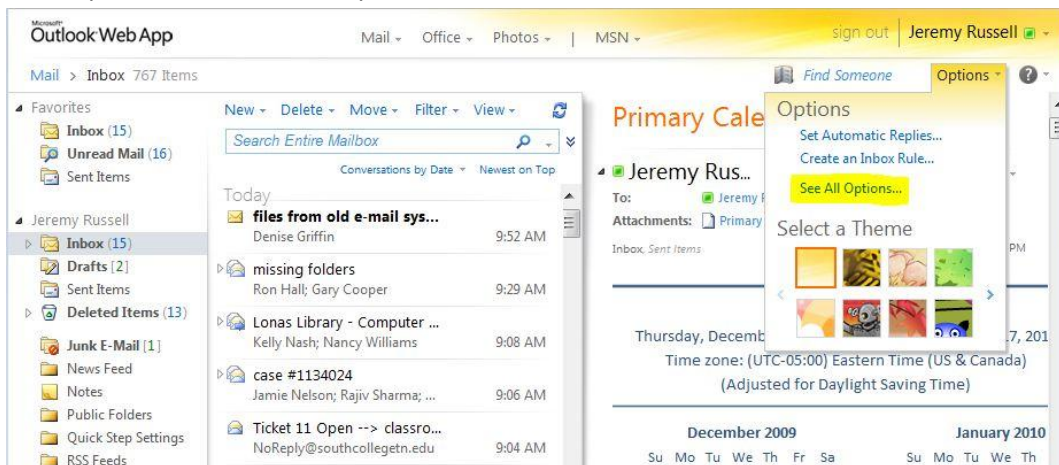
1. Log in to South College webmail, by going to [www.southcollegetn.edu](http://www.southcollegetn.edu) and clicking “Staff and Faculty Webmail”
2. Type in your full e-mail email address and your e-mail password.

# sign in

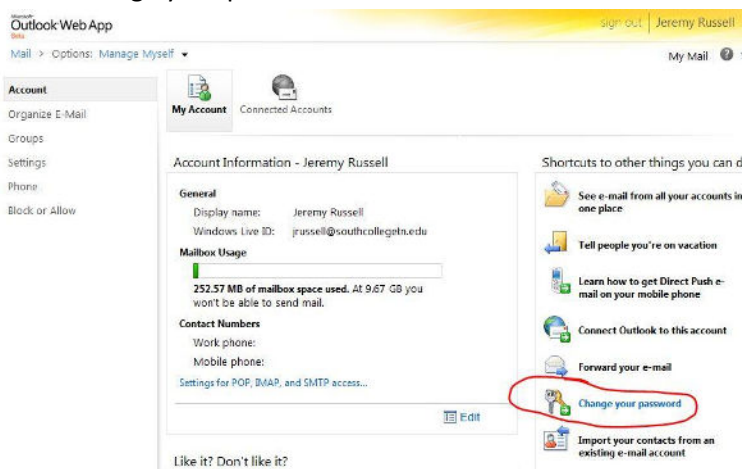


The screenshot shows a sign-in window for the Outlook Web App. It features a user profile icon on the left. The text 'jrussell@southcollegetn.edu' is displayed above a password input field containing several dots. Below the password field are two links: 'Forgot your password?' and a checkbox labeled 'Remember my password'. A 'Sign in' button is located at the bottom right of the form. Below the form, there 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 title bar containing 'Windows Live™ Hotmail (0) Messenger (0) Office Photos | MSN'. The main heading is 'Change your password'. Below the heading, there is a breadcrumb 'Account > Password' and a note: 'A strong password helps prevent unauthorized access to your email account.' The user's Windows Live ID is 'jrussell@southcollegetn.edu'. The form includes the following fields and elements:

- 'Old password:' text box with a 'Forgot your password?' link below it.
- 'Type new password:' text box with the instruction 'Six-characters minimum; case sensitive' below it.
- 'Password strength:' progress bar.
- 'Retype new password:' text box.
- A checkbox labeled 'Make my password expire every 72 days'.
- 'Save' and 'Cancel' buttons at the bottom.

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