



New England College

Information Technology Tip Sheet

Changing Email and Network Password Using Webmail

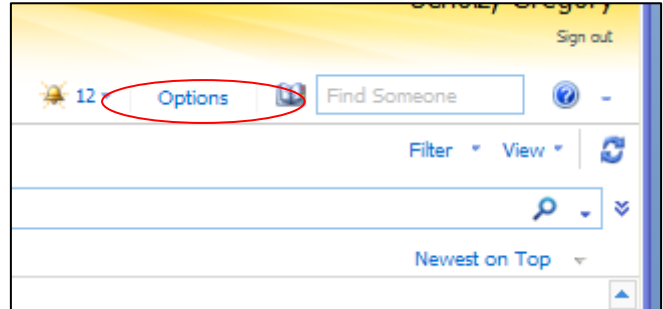
Choose a password that hard enough for others to not guess, but makes sense to you. A good process is to make a word out of a phrase and change some letters to special characters like an ! for an I or an @ for an A. (e.g. "I love Theater at NEC" can be used to make !I0v3T@NEC)

Ensure your password is at least six (6) characters long

Step 1 –

Log into Webmail

Find webmail by clicking *MyNEC* on the left side navigation on the www.nec.edu homepage

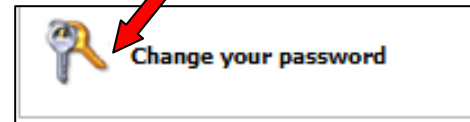


Step 2 –

Click *Options* on the top right side of the webmail screen

Step 3 –

Look for the icon shown on the right and click it



Step 4 –

Enter the requested information in the **Old Password**, **New Password** and **Confirm New Password** boxes (shown at right)

Click **Save**.

Read the message to see if your password has been changed. If not, redo Step 4.

If you received a message that your password has been changed, you're done.

Change Password

Enter your existing password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name: NEC\JSmith

Old password:

New password:

Confirm new password:

Finish –

Ensure to log out of the system when you're done working.

This password is for NEC owned computers, webmail, the Network Registration process for residential students and all users of the wireless network

Remember – a more complicated password will better protector your email and files