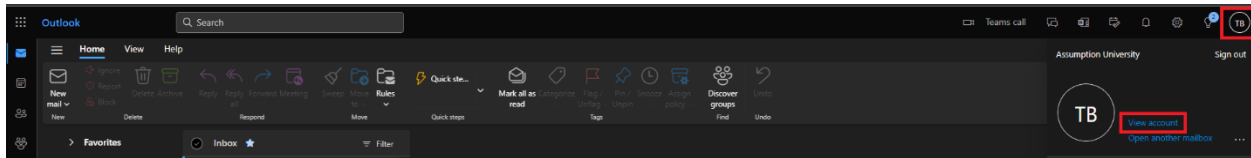


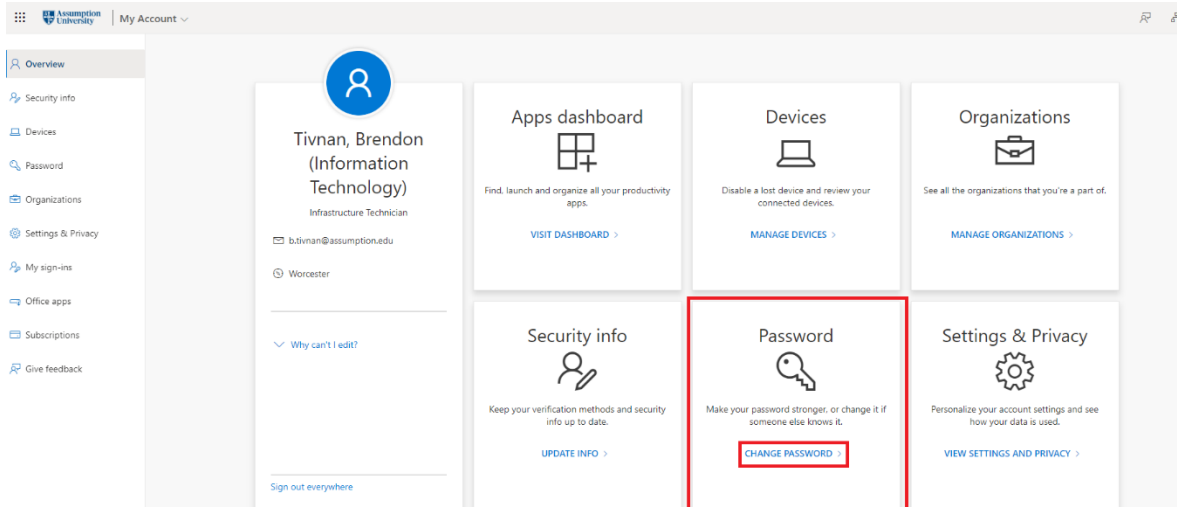
How to reset your password when signed into hound mail.

1: Sign in: To reset your password, first sign into your email at www.houndmail.assumption.edu.

2: Account Settings: After signing in you will be brought to your email inbox. In the upper right corner, there will be a circle with your initials. Select that and a drop-down menu will open. In the drop-down menu select “View Account.”



3: Change Password: After selecting “View Account” a new window will open that contains settings for your email account. There is a box titled “Password” and below that a blue link “CHANGE PASSWORD”. Select “CHANGE PASSWORD” and you will be brought to a screen to update your password. Input your old password and then your new password twice.



4: Completed: After inputting your new password and selecting “Submit”, your password is now changed.