

Access Webmail and Changing Your Password

To select a new password:

Access **Webmail** (<http://webmail.kentlaw.edu>) from your Internet browser, (i.e. Internet Explorer). Login to webmail. Click on the "Options" tab on lower left window pane. Scroll down to the option to change password.

Select the option **CHANGE PASSWORD**

When prompted, enter your username, password and desired new password when successfully completed, you will receive the message **PASSWORD SUCCESSFULLY CHANGED**

Your new password takes effect immediately and will give you access to your email account and network files.