

## Changing Password in Outlook Express

**Step 1:** Open Outlook Express.

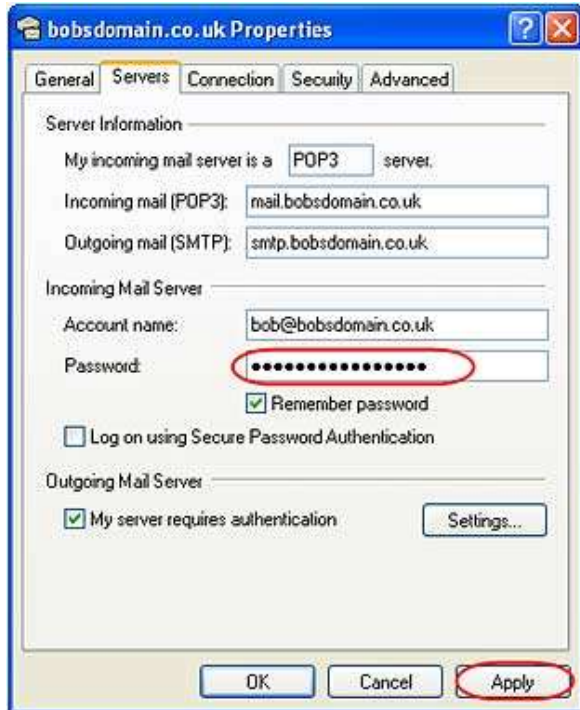
**Step 2:** Click **Tools** then **Accounts** in the drop down menu.

**Step 3:** Select the *Mail* tab, then highlight your email account and click **Properties**.



**Step 4:** A new window will open. Select the *Servers* tab.

**Step 5:** Enter your new mailbox password in the text box provided, and click **Apply** to make the change.



**Step 6:** Click **OK** then **Close** to close the account window and return to Outlook Express.