## How to reset your password when

## signed into hound mail.

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

**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.

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**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.

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Organizations	Technology) Infrastructure Technician	Find, launch and organize all your productivity apps.	Disable a lost device and review your connected devices.	See all the organizations that you're a part of.	
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		Keep your verification methods and security info up to date.	Make your password stronger. or change it if someone else knows it.	Personalize your account settings and see how your data is used.	
		UPDATE INFO >	CHANGE PASSWORD >	VIEW SETTINGS AND PRIVACY >	
	Sign out everywhere				

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