CHANGE PASSWORD FROM WEBMAIL

To change your password from webmail (https://webmail.usd305.com)

1. Sign into your email with your current password

2. Click in the upper right corner
3. Click General on the left
4. Click My Account
5. Scroll down until you see Change your password, click the link
6. Type in your current password
7. Type in your new password in the New password and Confirm new password boxes

Passwords have to be at least 12 characters and contain 3 of the following 4: upper, lower case letters, numbers, special characters.

8. Click Save
9. Click Options on the left to take you back to your email