

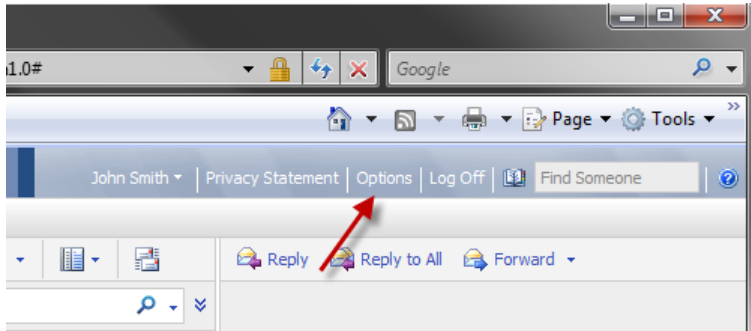
Change your Password, Secret Question & Answer – Internet Explorer 7

Moraine Park Technical College – Student E-mail Documentation

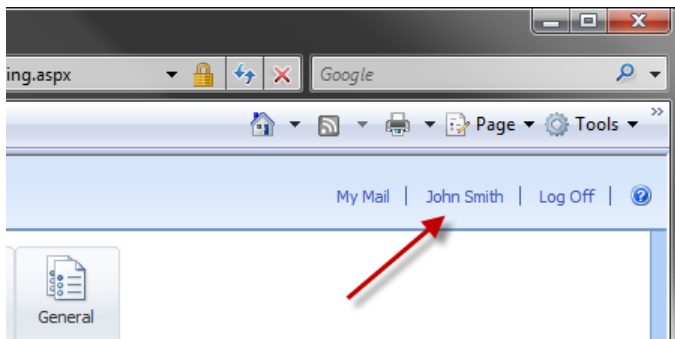
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1. Login to your e-mail account. Click on “Options” in the upper right-hand corner of the screen.



2. Click on your name at the top of the screen.



3. A second web browser window will open displaying your account information. The password reset information section on this page contains links to change your password and change your secret question/answer.

To change your password:

1. Click “Change” next to password. On the resulting page, complete the form specifying your old password, your new password, and a confirmation of you new password. Click “Save” to finish.

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Change your password

Account > Password and PINs > Password

Account A strong password helps prevent unauthorized access to your e-mail account.

Windows Live ID: jsmith23@student.morainepark.edu

Old password: ●●●●●● [Forgot your password?](#)

Type new password: ●●●●●●●●
Six-characters minimum; case sensitive

Password strength: **Strong**

Retype new password: ●●●●●●●●

Make my password expire every 72 days
[What does this mean?](#)

Save Cancel

To change your secret question and answer:

1. Click “Change” next to question. On the resulting page, complete the form specifying your current password, new secret question and its corresponding answer. Click “Save” to finish.

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Change your question and secret answer

Account > Password and PINs > Question and secret answer

Account If you forget your password, we'll ask for your secret answer and your location information to verify your identity.

Verify your current password

→ Password: [Forgot your password?](#)

Your question and secret answer

→ Question: Select... ▼

→ Secret answer:
Five-character minimum; not case sensitive

Your information

Country/region: United States ▼

State: Wisconsin ▼

ZIP code: 54935

→ **Save** Cancel

2. You will be required to log back into your account. Following login, you will return to the Account Information page.

*****COMPLETED*****