# SOUTHEASTERN LOUISIANA UNIVERSITY
## *How Do I? WebMail*

_____

## Changing My WebMail Password

1. **Access the WebMail Log In** page by clicking on WebMail, located on the bottom navigation bar on Southeastern's Home page (http://www.selu.edu).

2. **Click on "Account Information and Password Change for Email, Blackboard and LEONet (PeopleSoft)"** located under the Log in button.

3. **Log in to Account Information**

   - Username – Key in your university ID number (your "W" number)

   - Password – Key in your E-mail password

   - Click the Account Info button.

4. **In the Password Information box click on Change Password.**

5. **Key in new password in the Enter New Password field.**

6. **Key in new password again in the Re-enter New Password field.**

7. **Click the Submit button.** Your new password will be set and is effective immediately. The next time you log in to WebMail, LEONet or BlackBoard, you will use your new password.

## *Things to Remember about your WebMail Password*

- Your WebMail password is the same as your LEONet and BlackBoard password. Changes to your WebMail password will automatically change your LEONet and BlackBoard password.

- Your WebMail password must be at least six characters long and it must be something different from your previous password.

- Your password expires every 180 days – you will receive an E-mail telling you when your password has expired and you must change your password.

## Password Question/Answer

1. **Access the WebMail Log In** page by clicking on WebMail, located on the bottom navigation bar on Southeastern's Home page (http://www.selu.edu).

2. **Click on "Account Information and Password Change for Email, Blackboard and LEONet (PeopleSoft)"** located under the Log in button.

3. **Log in to Account Information**

   - Username – Key in your university ID number (your "W" number)

   - Password – Key in your E-mail password

   - Click the Account Info button.

4. **In the Password Information box click on Question/Answer.**

5. **Choose a question in the Password Question field.**

6. **Key in the answer to the question in the Answer field.**

7. **Key in the answer again in the Re-type Answer field.**

8. **Click the Submit button.** Your Password question is set.

## I Forgot My Password

1. **Access the WebMail Log In** page by clicking on WebMail, located on the bottom navigation bar on any Southeastern Web page.

2. **Click on "I forgot my password"** located under the Log in button.

3. **Key in your university ID in the Username field.** (Your "W" number)

4. **Key in your birthdate in the Date of Birth Field.** This is in the mmddyy format.

5. **Key in the last four digits of your social security number in the Last 4 digits of SSN field.**

6. **Click the Submit button.**

7. **Key in your answer to the Password question.**

8. **Key in new password in the Enter New Password field.**

9. **Key in new password again in the Re-enter New Password field.**

10. **Click the Submit button.** Your new password is set.