HOW TO CHANGE YOUR PASSWORD

On your own computer:
1. Go to: www.albanylaw.edu/changepassword
2. Enter your email address is the username@albanylaw.edu field
3. Enter your current password and then your new password twice as indicated.
4. Then press Submit.

On an Albany Law School computer (while at the law school):
1. After you log in, press CTRL+ALT+DELETE, and then click Change a password.
2. Fill in your old password and then enter your new password twice as indicated.
3. Then press Enter.
4. Please note that if your cell phone is configured to access your Albany Law e-mail, you will need to change the password on your phone immediately after changing it on the network. If you do not, your phone will continue to try and login with the wrong password, which will cause your account to be locked.

Now log onto the Portal with email address and your NEW password.

You e-mail will now be accessible through the Portal (by clicking on Office 365)