Changing Your Password with Webmail

1. Login to Webmail using your current credentials. You can access webmail by clicking "Employee Email" on the bottom right of our homepage, or by going to https://webmail.coconino.edu
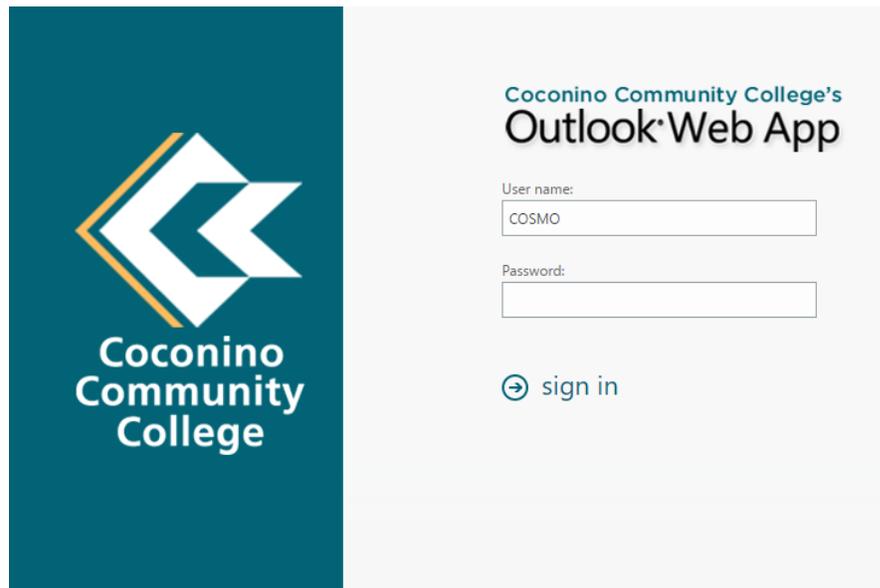
2. Once signed into webmail, click the COG in the top right
3. Click Change Password.
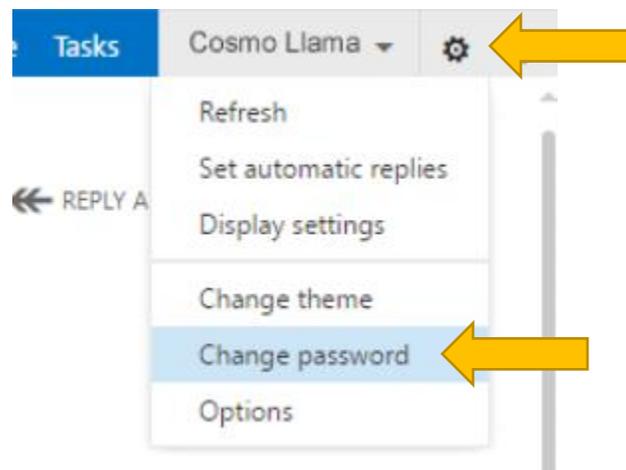
4. A new screen will appear, on this new screen type in your Current password, and your new password. You will need to confirm your new password.
5. This new password must follow the criteria found on the Password Information page found here: https://www.coconino.edu/password-information

change password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name:	COCO2K\cosmo
Current password:	••••••••••••••••••••••••••
New password:	
Confirm new password:	

Enter your current password.

save

6. Once you type in a new password, press SAVE. You will be immediately signed out of Webmail. You can now sign in with your new password.

If you have any questions, comments or issues with the password reset tool, please contact the Help Desk at (928) 226 – 4357, or email ITS.HelpDesk@coconino.edu

Information Technology Services   Coconino Community College