

To Change the Password on your NEFLIN E-mail Account

1. Go to <http://webmail.neflin.org>
2. Put in your e-mail address and password. Click on **Sign In**.
3. Select **Options** from the list of choices on the left side of the screen
4. Select **Personalize**.
5. Enter your new password in the boxes labeled **Password** and **Confirm Password**.
6. Select **Save**. *This is important!* If you don't select save at the top of the page your new password will not work.
7. Select **Sign Out**. You are done.