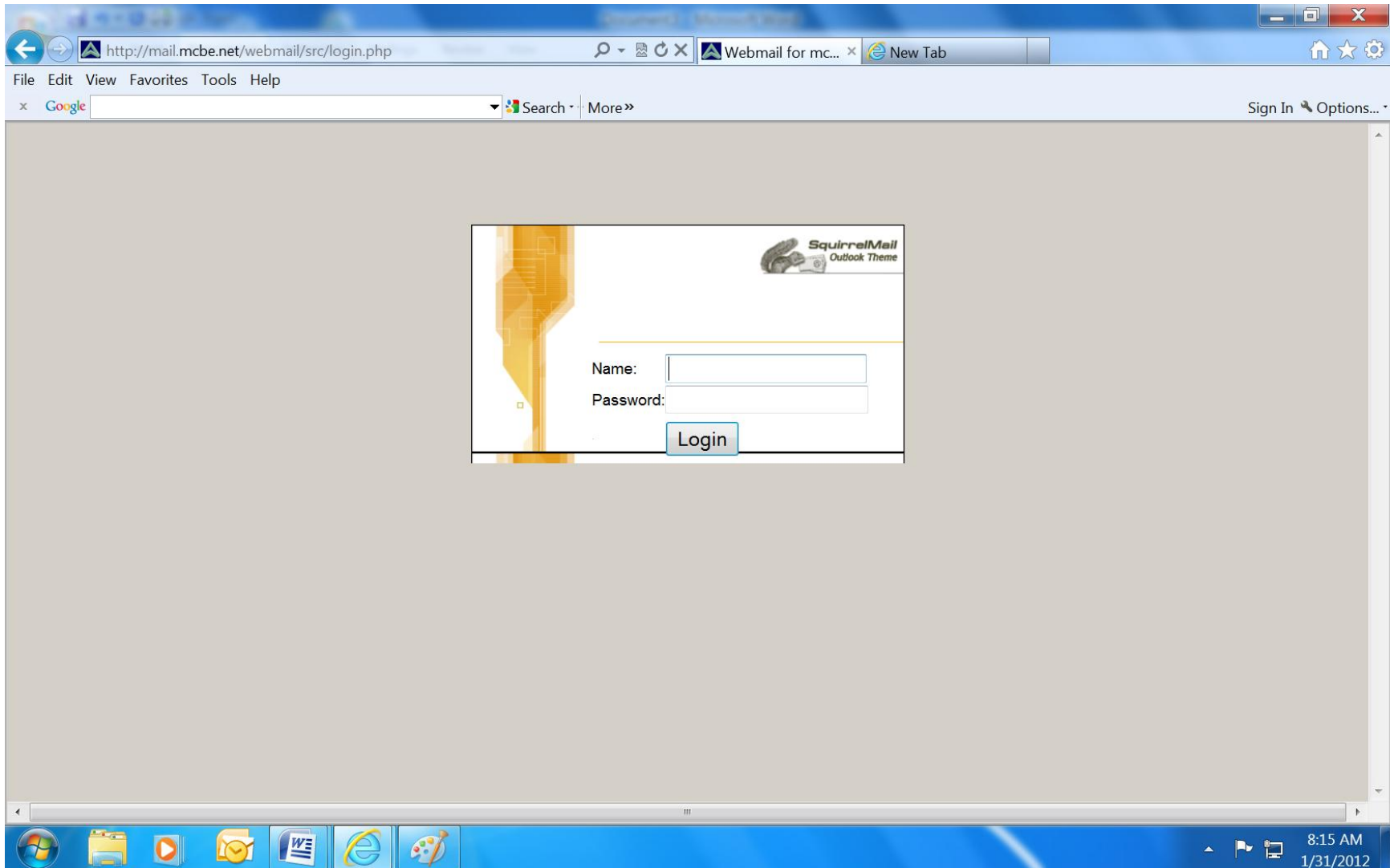
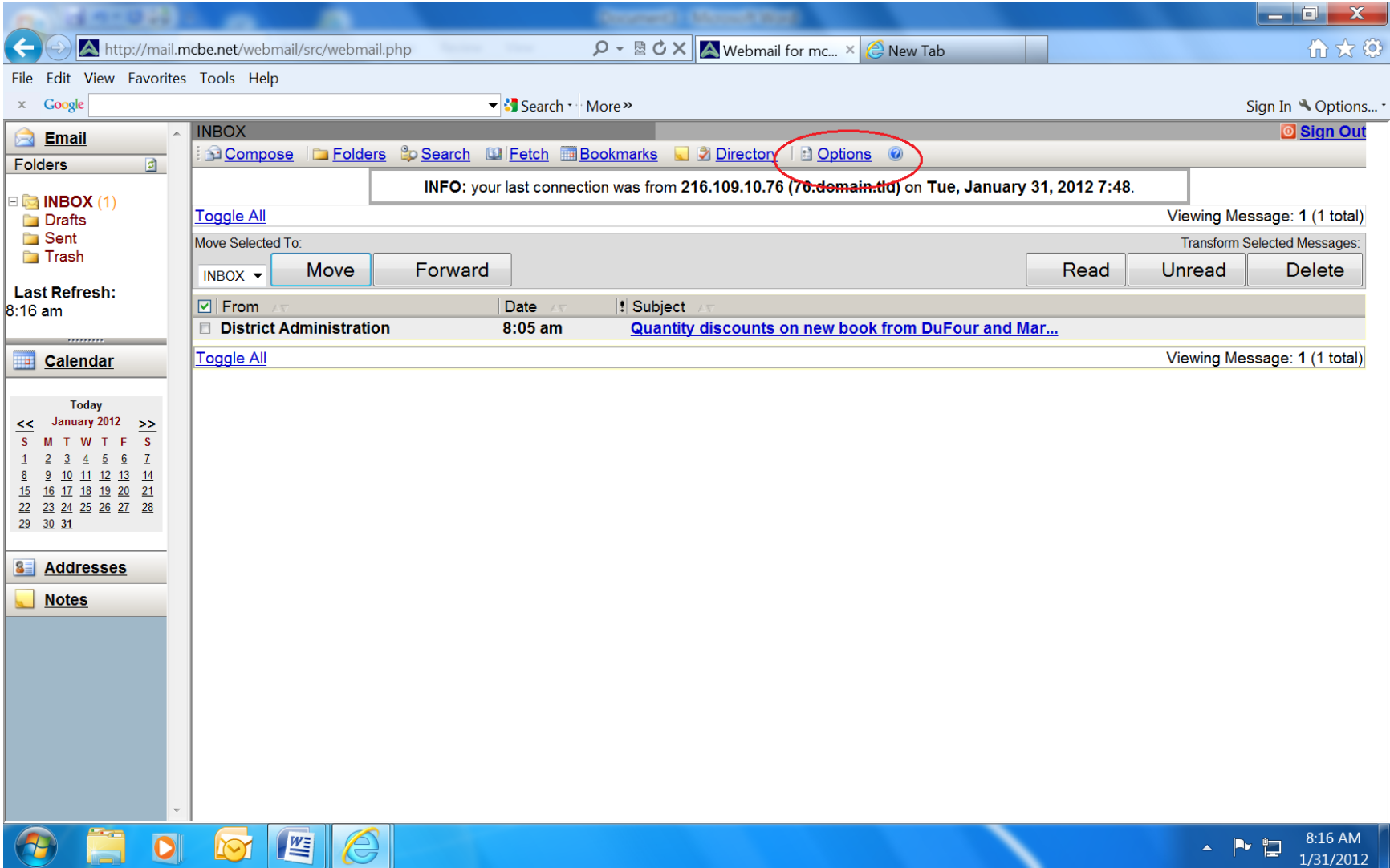


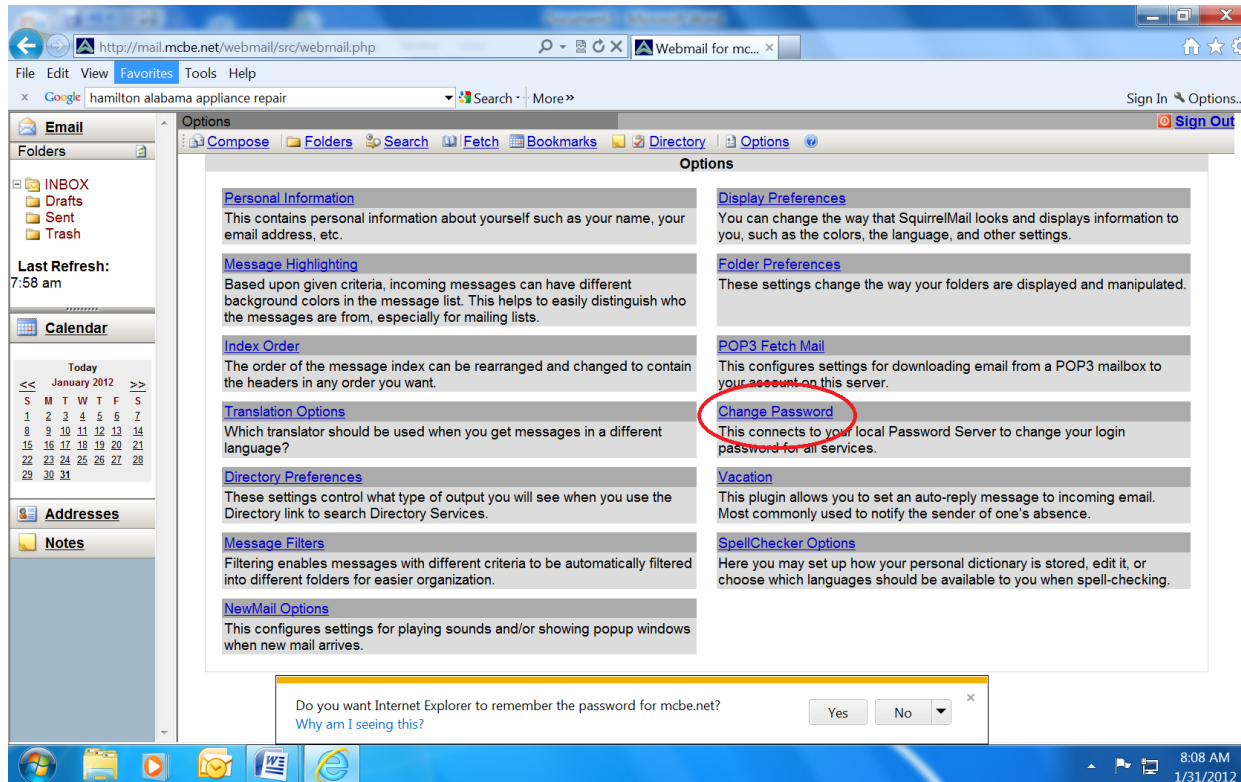
- 1.) Open a web browser and go to <http://mail.mcbe.net>
- 2.) At that point a login box will appear. Enter your user name (ex. if your email address has been jdoe.hhs@mcbe.net your user name is jdoe.hhs.) Do not enter the “@mcbe.net” part into the user name.



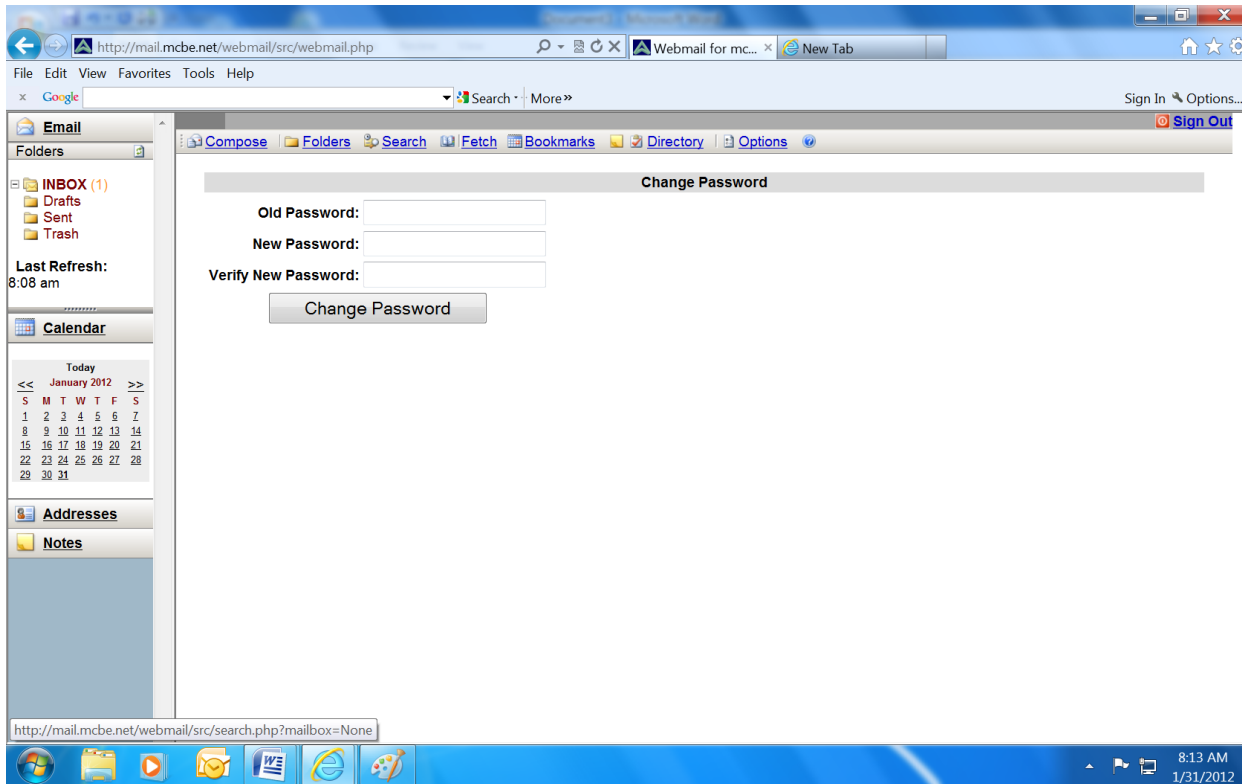
- 3.) Get the default password from your school administrator and login in .
- 4.) At this point you have logged in to the new web mail.



5.) Click on the Options and select Change password.



6.) When the change password box comes up, for the old password enter the one your administrator has given you and then enter the password you have been using in the past for the new password.



Your email should work now as before.