

**SUBJECT:** Student EagleMail**DATE:** July 2, 2019**NAME:** EagleMail Password Recovery Setup**PAGE:** 1 of 2

## EagleMail Password Recovery Setup

By adding your phone number or email address to your student EagleMail account, you can recover your password should you forget it later. Use the following guide to add your phone number or email address to your student email account.

1. Once logged into your EagleMail account, click on the arrow to the right of your account name. Click the 'Account' link from the small window that appears (see Figure 1).

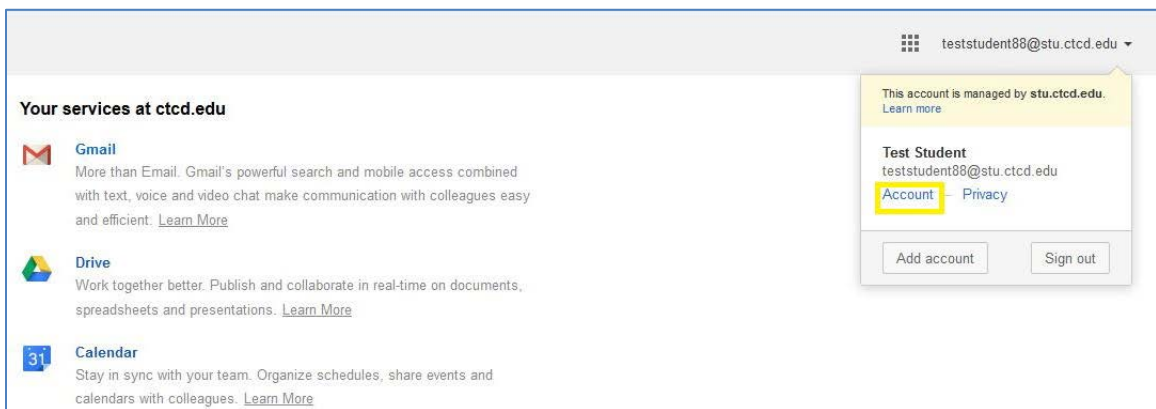


Figure 1

2. Open the 'Security' tab (see Figure 2).

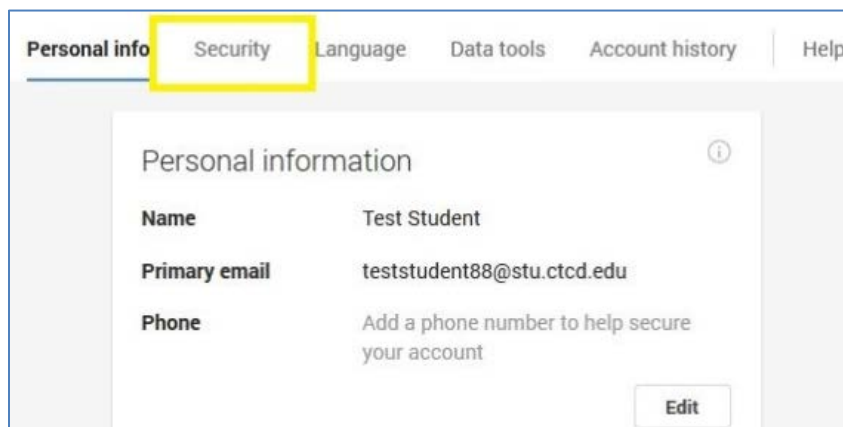


Figure 2

3. Under 'Recovery & alerts,' click 'Add a phone number' (see Figure 3).

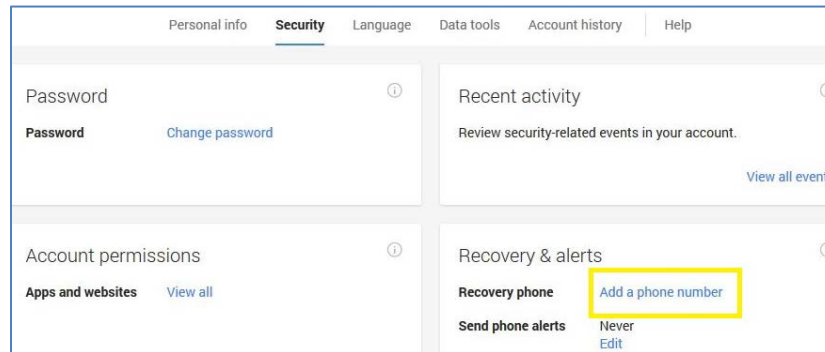


Figure 3

4. Enter a phone number or email address and click 'Save' when you are finished (see Figure 4).

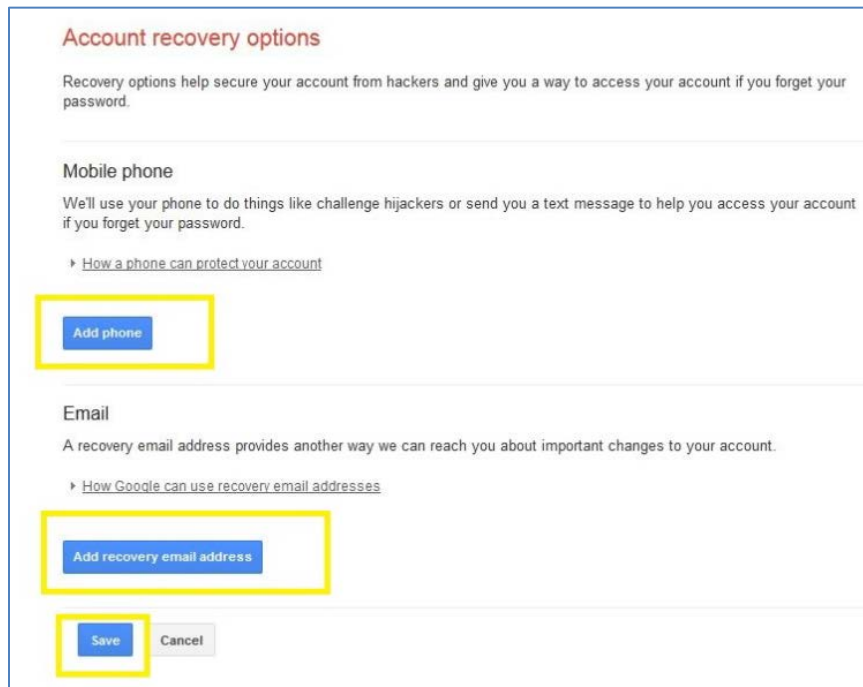


Figure 4