How to Change your password in MACC Online

Faculty/Staff: Open **Internet Explorer**, Go to [http://houndmail.macc.edu](http://houndmail.macc.edu) or [http://www.macc.edu](http://www.macc.edu) and click on the **Employee Email** tab at the bottom of the screen.

- Type in your **id number**, this is your user name.
- Type in the password given to you by Computer Services.

(Click on this link to watch a Houndmail VideoTutorial)

Change your password by clicking on “Change Password” found on the upper right corner of the page.

To change your **MyMACC/Domain/Wireless/Houndmail Password**

- Type in your Username (ID number)
- Type in your old password
- Type in your new password
- Re-type your new password to confirm

(Please remember your new password, and be careful not to share it with anyone)

*(This does not change the password for your online class, that has to be changed separately)*

Note: If you have any trouble logging in, please call the helpdesk at 660-263-4100 x11555.

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