

New for Fall 2015, Loyola Marymount University students can access their Lionmail account directly at Gmail.com (with an extra step or two).

You will need to change your Lionmail password as a preliminary step. (Please note that your MYLMU and Lionmail passwords are not synchronized in any way).

► **Instructions:**

1. To reset your Lionmail password:

a) Login to your MYLMU account at <http://my.lmu.edu> and click on Lionmail Password Reset under Shortcuts (usually located on the left)

The screenshot shows the MyLMU dashboard for a user named 't_mgstudent'. The dashboard includes sections for University Bulletins, Archived Bulletins, Personal Announcements, Shortcuts, Student Announcements, ITS Security Bulletins, Lions Sports News, Date + Time, CNN News Headlines, and LMU.edu: Newsroom. The 'Shortcuts' section is expanded, showing a list of links including 'Email: Gmail | Lion', 'Lionmail Password Reset' (highlighted in yellow), 'Faculty + Staff Directory', 'Request an Announcement', 'MYLMU Archives', 'Calendar', 'News + Announcement Feeds', 'Schedule of Classes', and 'myTime'.

b) On the next screen reset your Lionmail password. It can be the same as your MYLMU password if you so choose. Be sure to click on the Change Lionmail Password button.

The screenshot shows the 'Lionmail Password Reset' form. It includes a search bar at the top with the text 'mylmu' and a 'GO' button. Below the search bar is a navigation menu with 'Home | Academics | System Logins | Help | Logout'. The main content area contains the following text:

Please enter your MyLMU password for verification; and then enter the new Lionmail password. Please note that this will not change your MyLMU password.

Password requirements:

- + Your password must be at least 8 characters in length.
- + Your password must include at least 3 of the following: upper case letter, lower case letter, number, or symbol.
- + Your password cannot contain spaces.
- + Your password cannot contain spaces.
- + You may not use a previously used password.

The form includes the following fields:

- MyLMU Username:
- MyLMU Password:
- Lionmail New Password:
- New Password Confirmation:

At the bottom of the form is a button labeled 'Change Lionmail Password'.

2. Log in at Gmail.com with your Lionmail address and the password you set in Step 1. b) above
3. You will be redirected to LMU's authentication page. Enter your MYLMU username/password



AUTHENTICATION PAGE

Enter your LMU or Law School Username and Password

Username

Password:

[Forgot Your LMU Password?](#)
[Forgot Your Law School Password?](#)
[Need Help?](#)

Security Notice: Remember to close your browser window when you are done.

- a) You will then be logged in to your Lionmail account.