# Accessing your Mailbox Combination

1. Log in to Portal.
2. Click **Directory** and choose **By Person**.
3. Search for your name or click **Me** and your directory information should appear.
4. Next to **Mailbox**, click on the blue key. Note that if you have already retrieved your combination, the blue key will not be there.
5. Make note of both your **Mailbox number** and your **Combination.** (Perhaps take a picture with your phone)
6. Student mailboxes are located in the LSC above the cafeteria.

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