

Accessing your Webmail and Changing your Password

The following instructions will empower you to access your email via a web browser and to change your password through that interface (webmail).

To setup your account you will first need to be furnished with the following information.

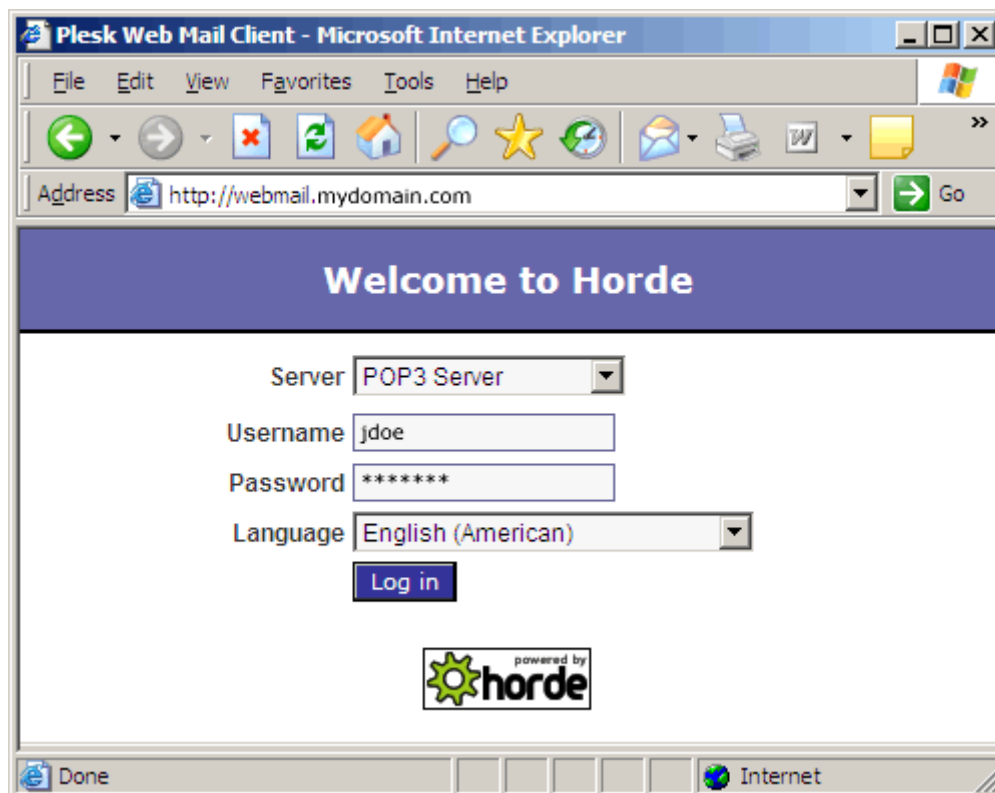
Webmail Address – for this example we will use *webmail.mydomain.com*

Email Address – for this example we will use *jd@mydomain.com*

Password – for this example we will use *Pass789*

Accessing Webmail

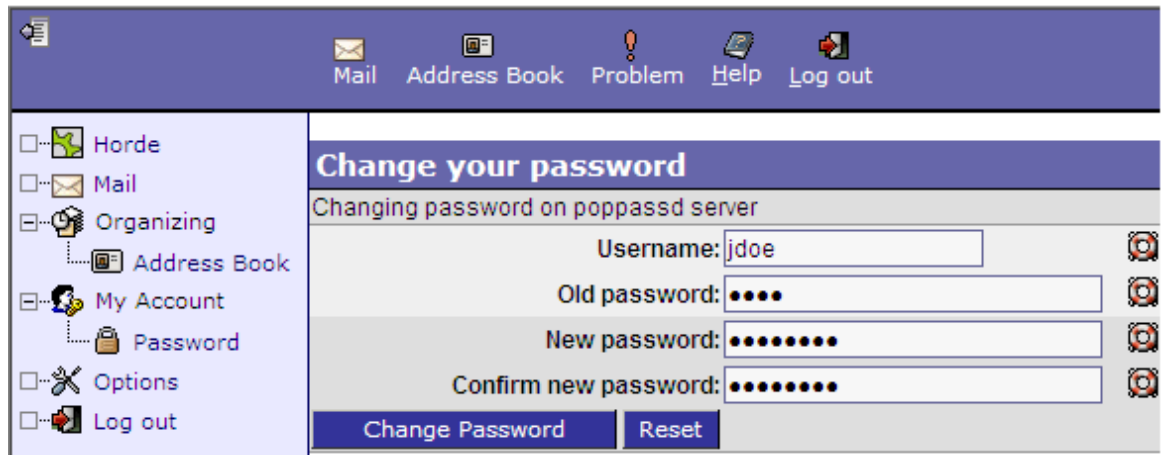
1. Open up a web browser (Internet Explorer, Firefox, etc...).
2. In the **Address** bar type your **Webmail Address** – *webmail.mydomain.com*; now press the enter key on your keyboard or select the Go button next to the Address bar. This will bring up the Webmail Login screen.
3. Once at the Login Screen, enter the following information:
 - o Server: **POP3 Server**
 - o Username: This should be the first part of your email address (everything before the @ symbol) **jd**
 - o Password: Be sure to type your password in the correct case: **Pass789**
 - o Language: Select your Language here
 - o Press **Log in** to access your account.
Password: Be sure to type your password in the correct case: **Pass789**
 - o Language: Select your Language here
- 4.



Changing your Email Password

1. Once inside your webmail interface you will notice two menu's, one on the top and one on the left hand side. On the left menu expand **My Account**. There will now be a sub menu option displayed: **Password**. Click on Password.
2. Password will open up the **Change your password** interface. Inside this there are four fields they should be filled out as follows:
 - o Username: This should be the first part of your email address (everything before the @ symbol) **jdoe**
 - o Old Password: Enter your current, working login password here. You must correctly enter your current login password, or you can not change your password.
 - o New Password and Confirm New Password: Enter the new password, that is what you want to change your password to. Note that the password entered must meet some minimum standards.
 - Minimum Length: **5 Characters**
 - Must contain a combination of letters and other characters.

If you do not meet these standards you will get an error. When you are finished press the **Change Password** button to accept.



The screenshot shows the 'Change your password' interface in a webmail client. The top navigation bar includes 'Mail', 'Address Book', 'Problem', 'Help', and 'Log out'. The left sidebar menu is expanded to show 'My Account' with a sub-menu 'Password'. The main content area is titled 'Change your password' and 'Changing password on poppassd server'. It contains four input fields: 'Username' (filled with 'jdoe'), 'Old password' (filled with dots), 'New password' (filled with dots), and 'Confirm new password' (filled with dots). At the bottom are 'Change Password' and 'Reset' buttons.