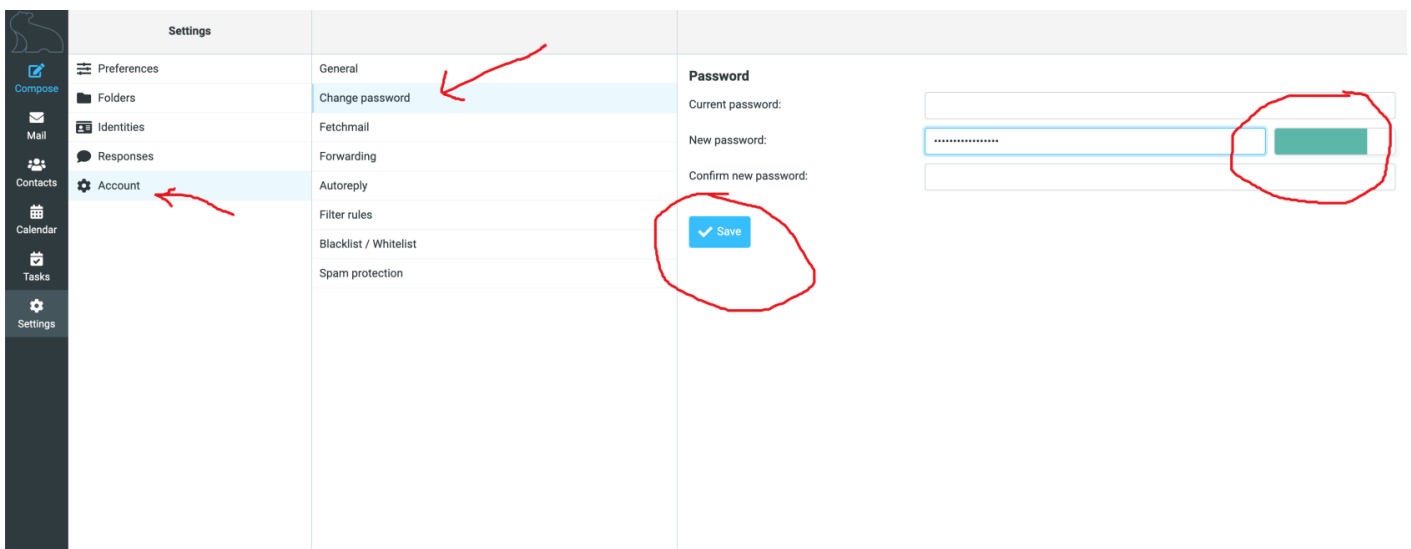


How to change password

When a new mailbox is created (by the domain administrator), a password is also assigned.

This password can be changed by the user himself via [Webmail](#), using a simple procedure.

To change and use a new password, simply click on '**Settings**', then on '**Account**', on '**Change Password**': enter the old password in the first field, then enter the new password twice (the second time for confirmation) and finally click '**Save**'.



The screenshot shows the Webmail interface. On the left is a sidebar with icons for Compose, Mail, Contacts, Calendar, Tasks, and Settings. The 'Settings' menu is selected. The main area is titled 'Settings' and contains a list of options: Preferences, Folders, Identities, Responses, Account, Filter rules, Blacklist / Whitelist, and Spam protection. The 'Account' option is highlighted with a red arrow. Below it, the 'Change password' option is also highlighted with a red arrow. To the right of the 'Change password' option, there is a 'Password' section with three input fields: 'Current password:', 'New password:', and 'Confirm new password:'. The 'New password' field has a green bar on the right side, indicating a strong password. A red circle highlights the 'Save' button. Another red circle highlights the 'New password' field and its complexity indicator.

As you type in your new password, the area on the right will be coloured: the colour indicates the level of complexity and reliability of the password you are typing in.

It is imperative that the colour turns **green**.

After saving, a message will briefly appear: if everything went well, the message is in green and says '**Password saved**', if something went wrong, the message will be in **red**.

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