

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 item is highlighted with a red arrow. The main content 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 this list, the 'Change password' option is highlighted with a red arrow. To the right of this list is the 'Password' section, which contains 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 high level of complexity. A red circle highlights the 'Save' button, which has a checkmark icon.

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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