Mail01 Password Reset

Step #	Task	Screenshot
# 1	Log into Webmail Portal at http://webmail.naturalnetworks.com with your full email address and email account password.	Email Address: Password: Language: English (United States) Use Lite Web Client Remember My Email Address Automatically Login On Log in
2	Once logged in go to the action menu on	

	the left of the web application and select "Change password."	Action 🖄 Compose			
		4	Create New	►	
		Ф	Manage Selected Folder	►	
		6	Manage Mail Rules		
			Manage Away Message		
		2	Manage Auto-Responders		
			Mail Collector Settings		
		-	Manage User Options		
		Q.,	Change Password		
			Change Theme		
			Switch To Lite Web Client		
		E	🖓 🕼 Tasks		
			asks		
		6	🖌 🎓 Notes		
			Notes		
			RSS Feeds		
3	There you will put in your current				
	password followed by our new one and				
	confirm it. Read the disclaimer: "The				
	password you choose must be at least eight characters in length and cannot exceed				
	thirty characters. Additionally, it must				
	contain at least one lowercase letter, one				
	capital letter, one number, and one special				
	character. Whitespace characters are not				
	allowed."				
I	I	I			

		E Change Password
		🛃 Save
		The password you choose characters in length and ca characters. Additionally, it n one lowercase letter, one ca number, and one special ch characters are not allowed. Current Password: New Password: Retype New Password:
4	Click the Sava button to have the system	
14	Click the Save button to have the system take the new password.	

Online URL: <u>https://kb.naturalnetworks.com/article.php?id=425</u>