## **Mail02 Password Reset**

| Step<br># | Task  | Screenshot                           |
|-----------|---|--------------------------------------|
| 1         | Log into mail.rsaa.com webmail portal at <u>http://mail.rsaa.com</u> with your full email address and email account password. |                                      |
|           |   | Email Address:                       |
|           |   | Password:                            |
|           |   | Language:<br>English (United States) |
|           |   | Use Lite Web Client                  |
|           |   | Remember My Email A                  |
|           |   | Remember My Passwo                   |
|           |   | Automatically Login On               |
|           |   | Log in                               |
| 2         | Once logged in, go to the Action menu on  |                                      |

|   | the left of the web application and select<br>"Change Password."  | ActionComposeImageCreate NewImageManage Selected FolderImageManage Mail RulesImageManage Away MessageImageManage Auto-RespondersImageManage User OptionsImageManage User OptionsImageChimpe Password | + |
|---|---|--|---|
|   |   | <ul> <li>Change Theme</li> <li>Switch To Lite Web Client</li> <li>Tasks</li> <li>Tasks</li> <li>Tasks</li> <li>Tasks</li> <li>Notes</li> <li>RSS Feeds</li> </ul>                                    |   |
| 3 | There, you will put in your current<br>password followed by your new one and<br>confirm it.<br>Read the disclaimer: "The password you<br>choose must be at least eight characters in<br>length and cannot exceed thirty characters.<br>Additionally, it must contain at least one<br>lowercase letter, one number and either<br>one capital letter or one special character.<br>Whitespace characters are not allowed." |  |   |

|   |  | Change Password   |
|---|--|---|
|   |  | 🛃 Save  |
|   |  | The password you choose n<br>characters in length and car<br>characters. Additionally, it m<br>one lowercase letter, one ca<br>number, and one special cha<br>characters are not allowed.<br>Current Password:<br>New Password:<br>Retype New Password: |
| 4 | Click the <b>Save</b> button to have the system take the new password. |   |

Online URL: <u>https://kb.naturalnetworks.com/article.php?id=426</u>