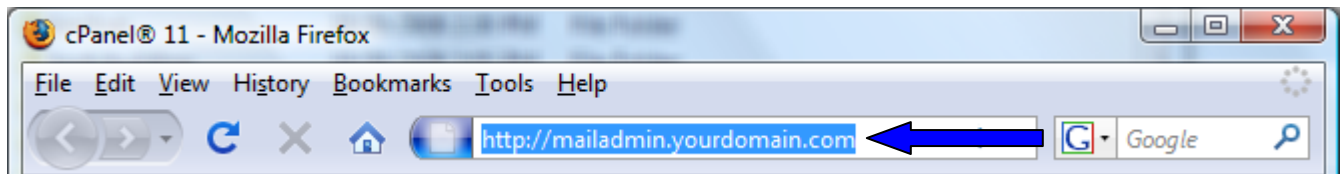




# Untra Mail Admin Change Password Tutorial

1. To begin, open your favorite internet browser. Untra recommends using either Microsoft Internet Explorer or Mozilla Firefox.
2. Type in the domain name of your website preceded with “mailadmin.” and you will be forwarded to the new Mail Admin system. Please see the image below:



3. You will then be prompted with a password dialog box:
  - a. Please enter your username in the correct box (see the image below).

A screenshot of the UNTRA Mail Admin interface. At the top, there is a logo for UNTRA with the tagline "Linking intelligence to a networked world." Below the logo, there are two sections: "Login" and "Password Reset". The "Login" section has a "Username" field with the text "username" and a "Password" field with six dots. Below these fields is a "Login" button. The "Password Reset" section has a "Username" field and a "Reset" button. At the bottom of the interface, it says "Powered by UNTRA".

- b. Please enter the password provided to you in the welcome email.



- Once you have logged in you will be automatically taken into the Mail Admin Panel. To change your password, click on the “Change Password” option in the Preferences section (Please see picture below).



- This will take you to the page pictured below. Enter your old password in the correct box and then your new password to verify that it is correct. Choose a strong password to ensure it is secure! Click “Change your password now!” to continue.

**Change Password**

This changes the main password for your account. Please m the control panel.

Video Tutorial

Old Password:

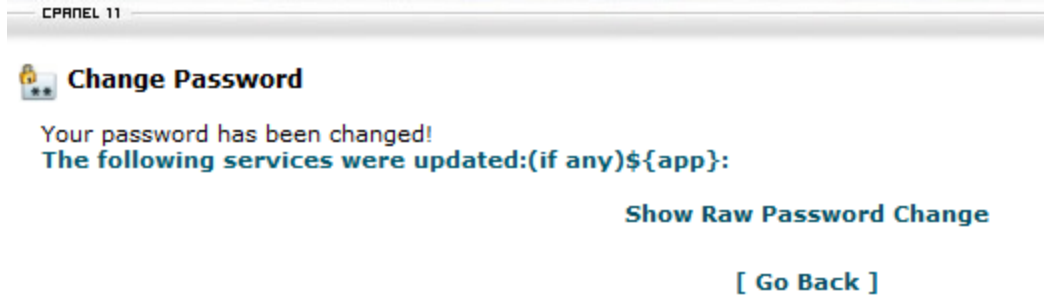
New Password:

Password Strength:  OK (60/100)

New Password (again):



6. You will then come to a confirmation screen confirming whether or not your password was changed (see picture below).



7. Congratulations, your Mail Admin password is now changed!

#### Protect your password:

- Memorize your password, do not write it down
- Do not share your password. Create a new account instead
- Avoid using one password for all your logins
- Don't provide your password to someone for assistance unless you verify:
  - They need the password
  - They are who they say they are
- Avoid logging in from public computers
- Change your password frequently

#### Tips for choosing a password:

- Avoid dictionary words
- Avoid familiar items (names, phone number, etc)
- Use a combination of letters, numbers, and special characters
- Use more characters (7+)

**If you experience any technical difficulties, please contact Untra Corporation via email at [support@untra.com](mailto:support@untra.com) or call [215.873.0800](tel:215.873.0800) for assistance.**