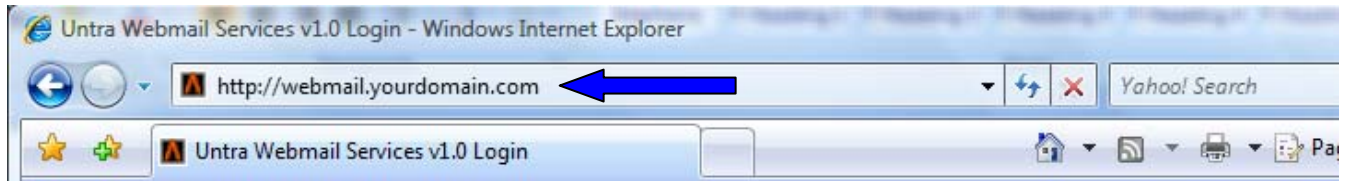




# Untra Webmail Services v1.0 Password Change Tutorial

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 “webmail.” and you will be forwarded to the new webmail system. Please see the image below:

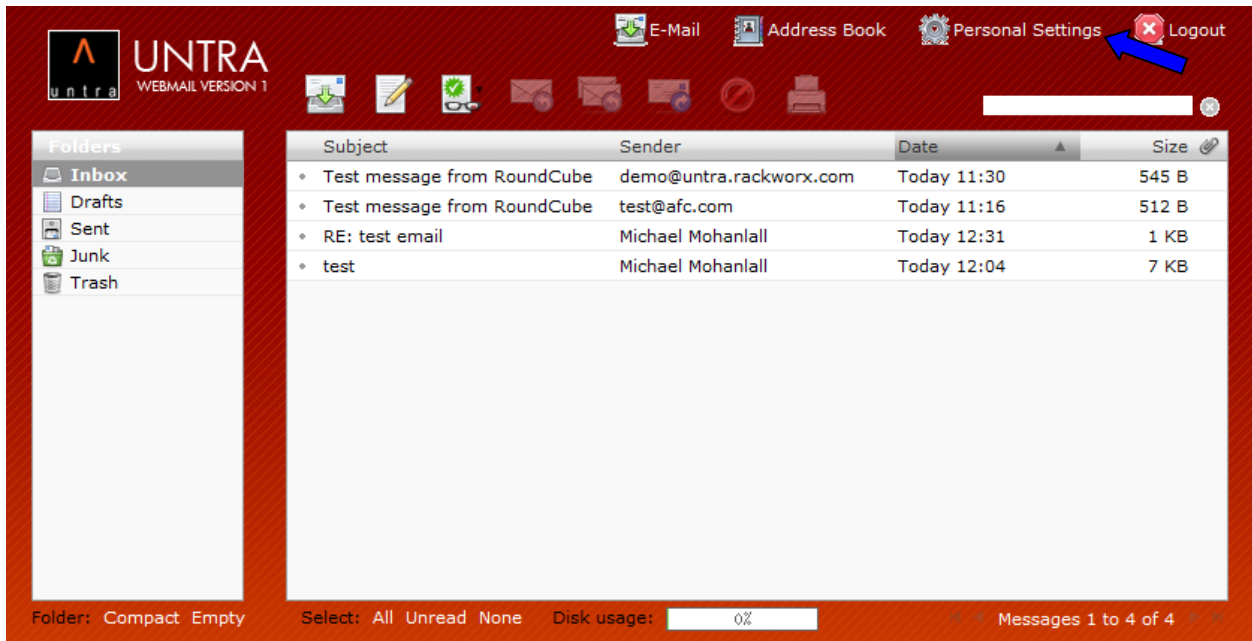


3. You will then be prompted with a password dialog box:
  - a. Please enter your username followed by the domain name (see the image below).

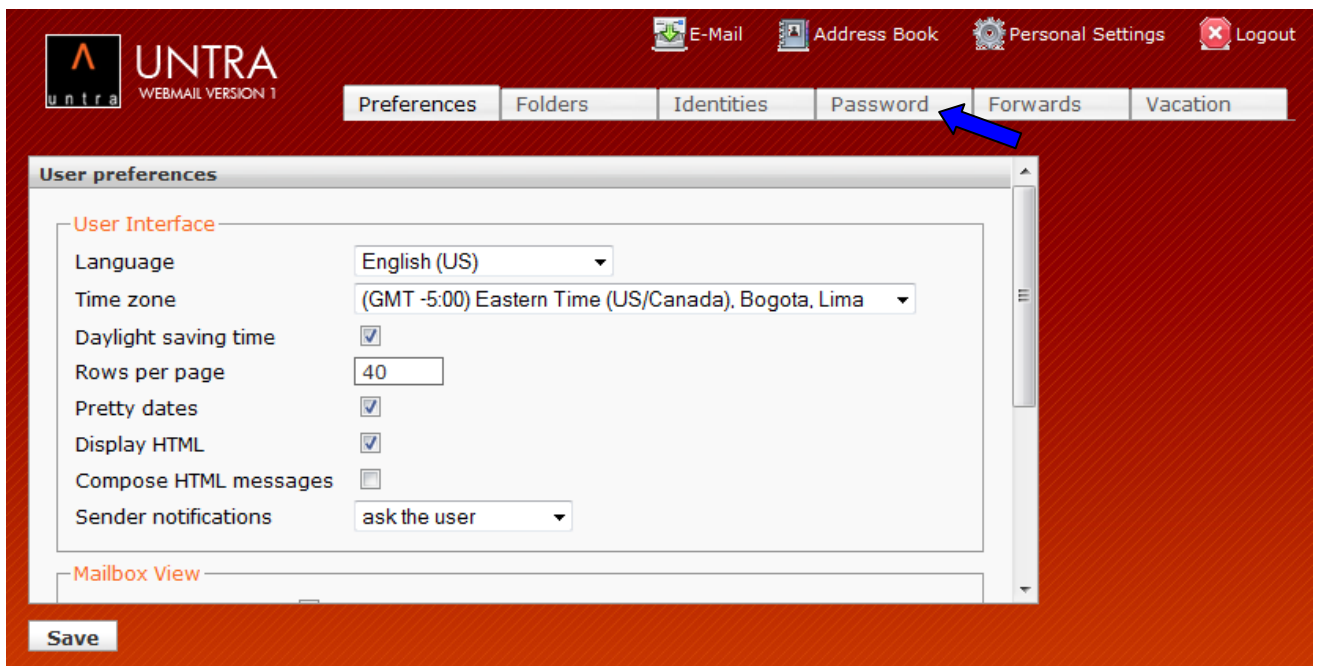
- b. Please enter the password provided to you in the welcome email.



- Once you have logged in you will be automatically logged into your Untra Webmail inbox. Click on the “Personal Settings” link on the top right. (Please see picture below)

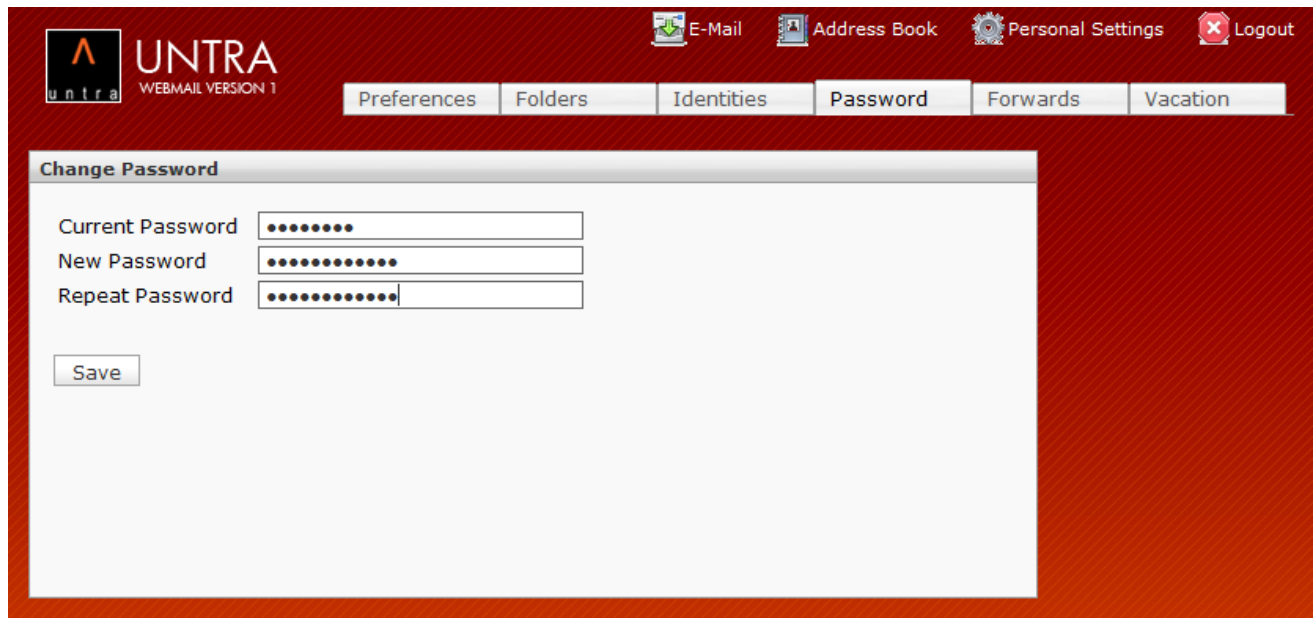


- You will be presented with the following screen, please click the “Password” tab to navigate to the password change area.





- You will be presented with the following screen, simply enter your current password and your new password in each box and click “Save”: (Ideally your password should be at least 8 characters, and should contain letters, numbers, and at least 1 symbol)



**CAUTION:** Changing your password here also changes the password for Outlook, you will need to modify the configuration of Outlook to reflect your new password, please refer to the Outlook configuration document to locate where the password needs to be updated.

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** for assistance.