

Web Studio Seattle Web Hosting

SeattleWebHost.com

Changing your e-mail password at the mail server via the WebMail control panel, using a web browser

For customers using the Linux® mail servers

Web Studio Seattle support document: hosting-email-password-revision-linux
Revised: May 21, 2007
Time required to complete configuration: Approximately 3 minutes

- 1) Start a web browser such as Internet Explorer, Firefox or Safari.
- 2) Direct the browser to your YourDomain.com/webmail, where “YourDomain.com” is your web site address.
example: Starbucks.com/webmail
- 3) Type your full email address into the top “name” field.
example: jane@starbucks.com
- 4) Type your existing (or temporary) password into the ‘Password’ field.
- 5) In the resulting screen, please find the “Change Password” link, located lower/left on the page.
- 6) In the resulting dialogue box, enter the desired NEW password twice, as shown.
- 7) Click the “Change Password” button to save your new password.
- 8) If you use email management software such as Outlook Express or Entourage, revise your password setting in that software so that the same password is entered in both the mail server and your local email software.

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If you experience difficulty completing a password change, please request help by submitting a support ticket:

www.SeattleWebHost.com/support/help

Web Studio Seattle does not have access to your password information, but we can reset the password for you, erasing the old password and creating a new one of your choosing.

Thank you for choosing **Web Studio Seattle Web Hosting**.

END.