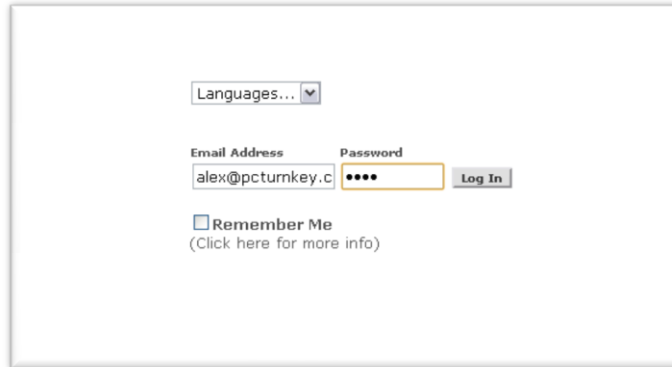


Changing Your Email Password

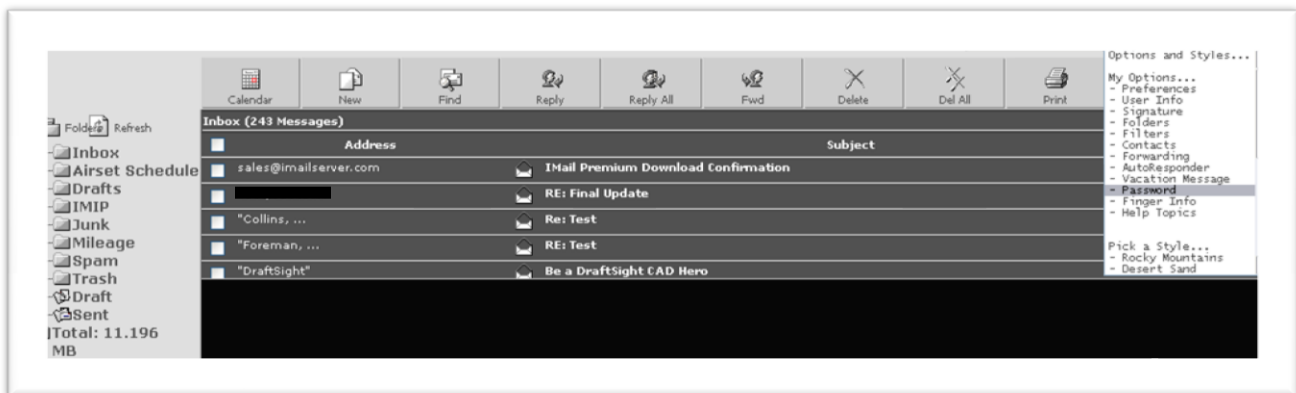
- 1) Go to <http://ms2.pcturnkey.com> ; enter your login (full email address as username)



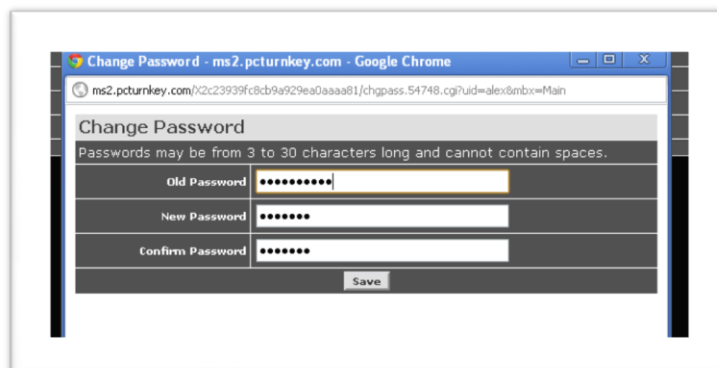
- 2) Once logged in, click "Continue"...



- 3) From the pull-down menu "Options and Styles" in the upper right hand corner of the window, select "-Password"

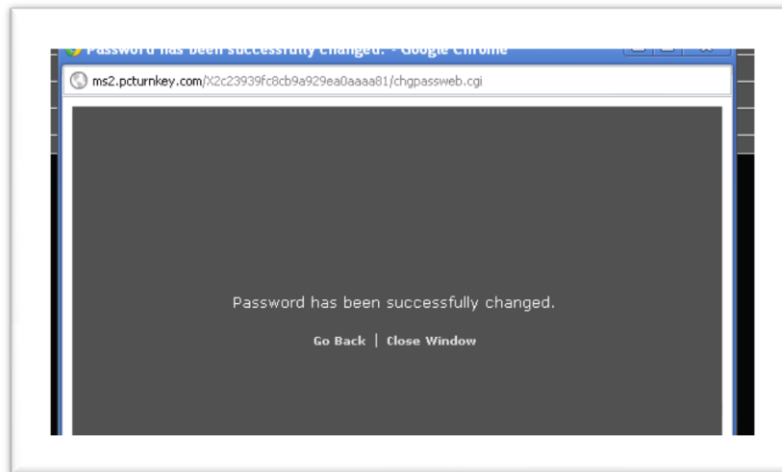


- 4) Enter your current (old) password in the first box. Enter the new password you've chosen in the following two boxes and click "Save"



Note: Make your new password **UNIQUE**: Include an uppercase letter and a number (ex: pAssWord123!). This is for your security and that of your organization. Never leave the password set to the default.

5) That's it!!



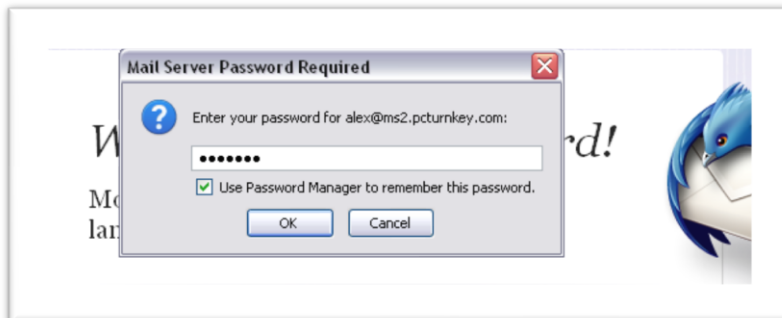
Putting the New Password in Your Mail Client:

Mozilla Thunderbird

After changing your password, the next time you check your mail in Thunderbird you will get an error message.



Click on *Enter New Password*.



Enter your new password in the box and make sure the *Use Password Manager...* option is checked.

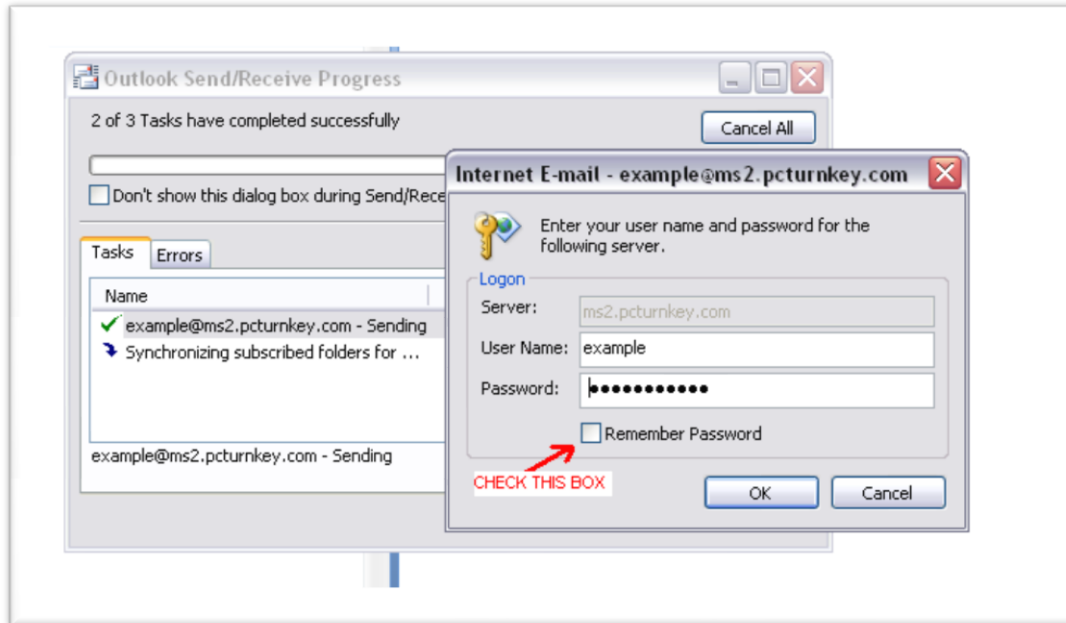
Click *OK*.

Congrats! Your new password is saved and now you're all set!!! Happy messaging!

Putting the New Password in Your Mail Client:

Microsoft Outlook

After changing your password, the next time you check your mail in Outlook you will get an error message.



Enter your new password in the box.

Make sure you check the box *Remember Password*.

Click *OK*.

Congrats! Your new password is saved and now you're all set!!! Happy messaging!