

## Changing your password

1. Sign in to Your Webmail Account
2. Click **Options** at the top of page
3. Click on **Password** on the right under "Your Information"
4. Enter your **Old Password**
5. Enter your **New Password** twice
6. Enter your **Password Question**
7. Enter your **Password Answer**
8. Click on **SAVE**

Make sure you create a unique password to help keep someone from breaking in to your account.

Here are a few tips for creating your password, and keeping it safe:

- Never tell anyone your password.
- Never write down your password.
- Change your password periodically.
- Don't choose a dictionary word as your password. Be creative.
- Include punctuation marks. Mix capital and lowercase letters.
- Use numbers. A variety of characters makes it harder to guess a password.

## Choosing a password security question:

- Choose a question only you know the answer to - make sure the question isn't associated with your password.
- Pick a question that can't be answered through research (for example, mother's maiden name, your birth date, pet's name, etc.).
- Make sure your answer is memorable, but not easy to guess. Use an answer that is a complete sentence for even more security.

## Changing your settings

To change your user preferences, just click **Options:** at the top of the page. Under Additional Options, click on **Preferences:**

You may change the following Preferences:

- **Name:** This is the name that will appear on emails you send
- **Reply To:** Enter your full email address or a different address if you want people to reply to a different email
- **Forwarding:** You can forward emails as Attachments (attached to the email) or Inline (in the body of the email)
- **Auto Save Draft:** Automatically save messages in your Drafts folder
- **Auto Complete:** Automatically enter known email addresses when you are writing emails

- **Text Editor:** Send email as Rich Text or Plain Text
- **Default RTE Font:** Type of font you would like to use when writing emails (Rich Text only)
- **Save Sent Messages:** Save all emails you send in your Sent Folder
- **Time Zone:** Choose your current time zone
- **Date Format:** Choose the format of how you want the date of emails to be displayed
- **Time Format:** Choose 12 hour format (AM/PM) or 24 hour format
- **Web Interface:** Toggle between Rich Web or Classic Webmail (Classic webmail should be used for older computers)
- **Moving and Deleting:** Choose what happens after you delete a message.