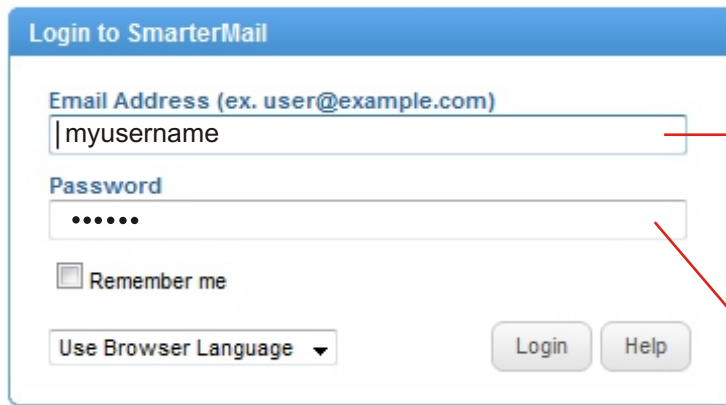


Change Password in SmarterMail ver 7

First open your browser (Internet Explorer, Firefox etc.) and type in **http://mail.domainname.ext**

Note: Do not type in the www

The **SmarterMail login** screen will appear



The login screen is titled "Login to SmarterMail". It features a blue header bar. Below the header, there is a text input field for "Email Address (ex. user@example.com)" containing "myusername". Below that is a password input field with masked characters ".....". A "Remember me" checkbox is present. At the bottom left is a "Use Browser Language" dropdown menu. At the bottom right are "Login" and "Help" buttons.

Type in the **User Name**

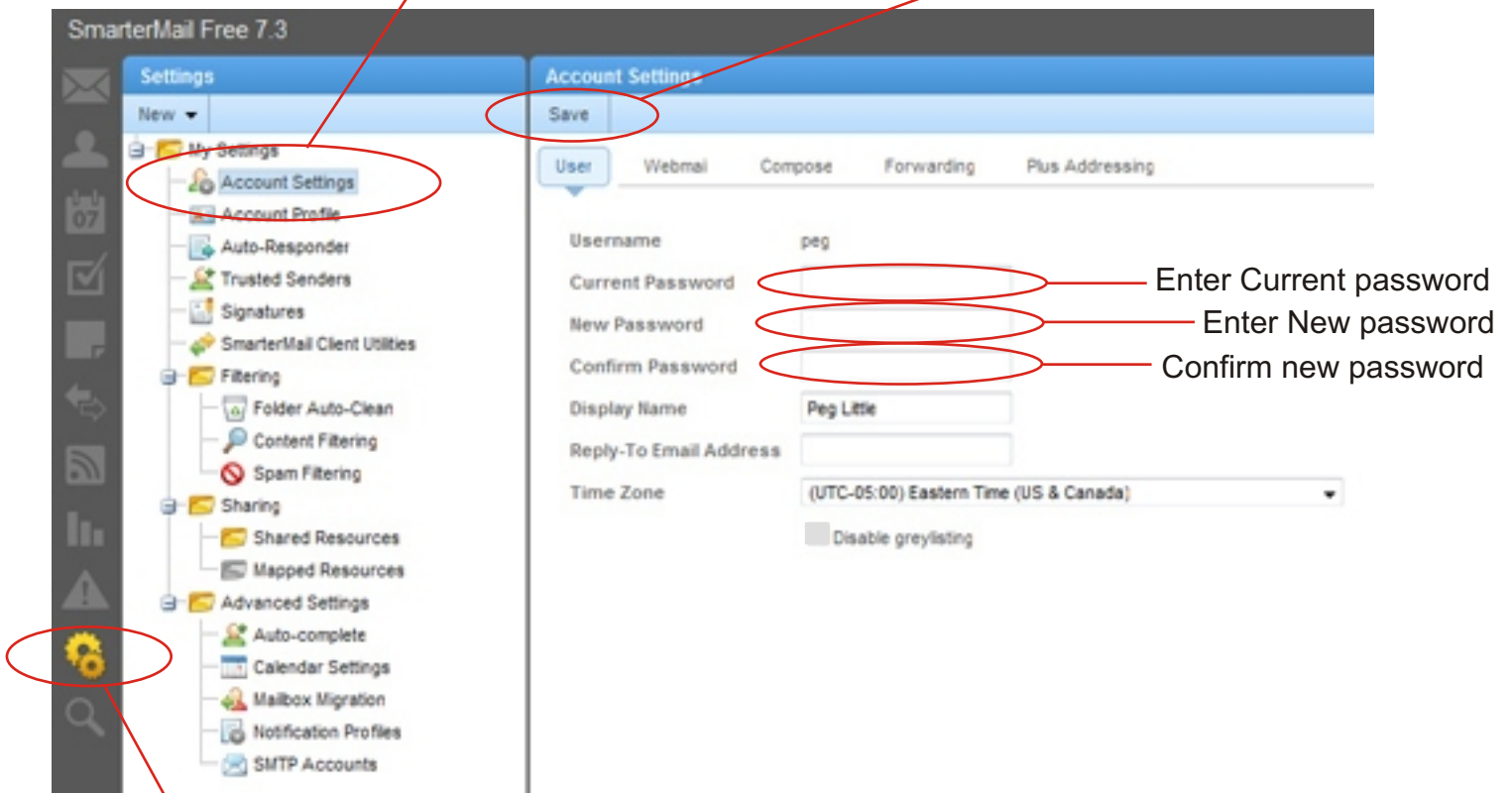
Note: Full email address is not required

Enter User's **Password**

SmarterMail User 7.3 | SmarterMail Software | © 2010 SmarterTools Inc.

Next click on **Account Settings**

Click to **Save** the new password



The screenshot shows the "SmarterMail Free 7.3" interface. On the left is a "Settings" sidebar with a gear icon circled in red. The "Account Settings" panel is active, showing a "Save" button circled in red. The "User" tab is selected, displaying fields for "Username" (peg), "Current Password", "New Password", "Confirm Password", "Display Name" (Peg Little), "Reply-To Email Address", and "Time Zone" (UTC-05:00 Eastern Time (US & Canada)). The "Current Password", "New Password", and "Confirm Password" fields are each circled in red.

Enter Current password

Enter New password

Confirm new password

First click on **Settings**