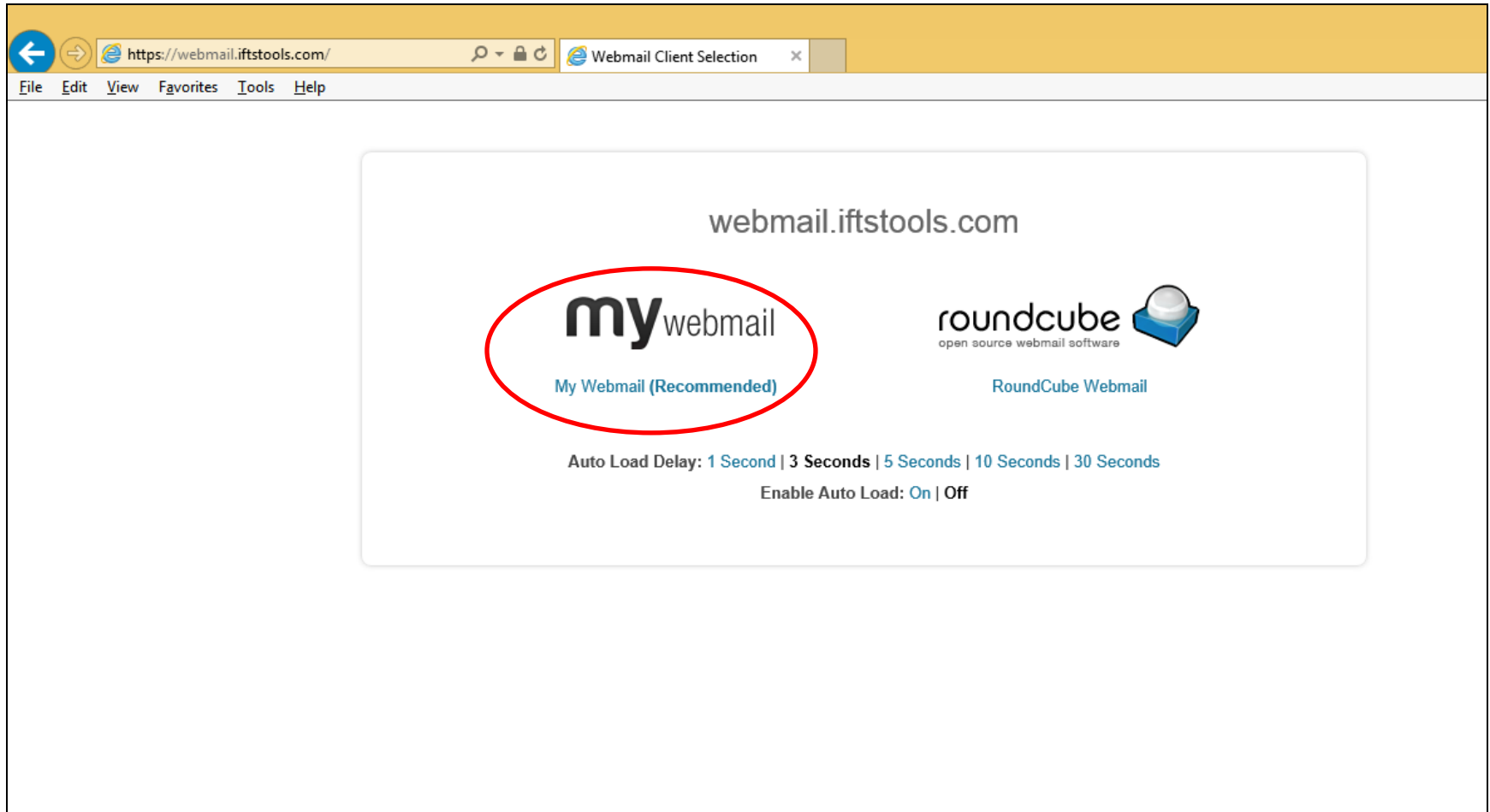




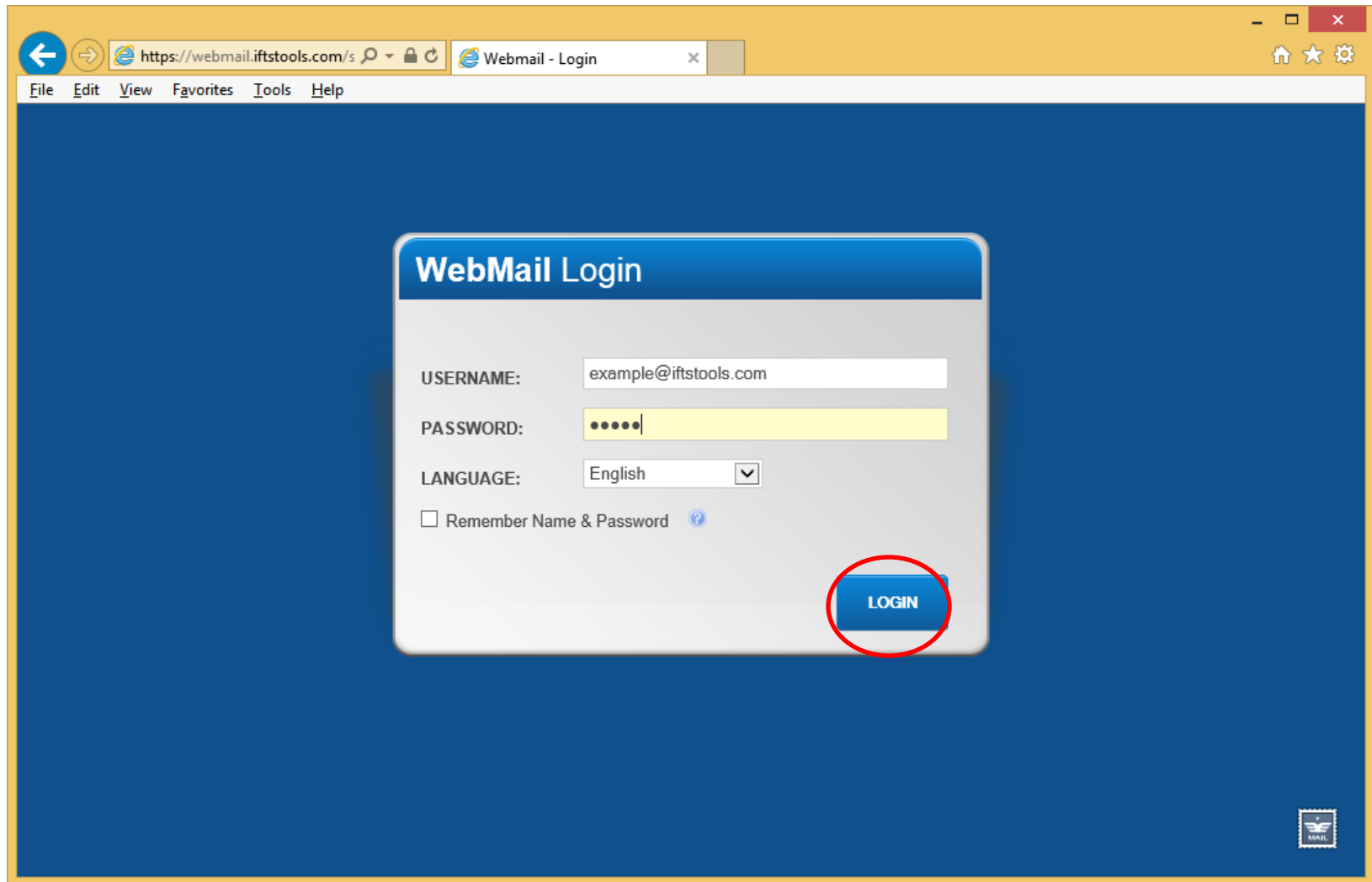
How To Change Your Email Password

Go To Webmail Portal



- Go to <https://webmail.iftstools.com>
- Select the “my webmail” icon (red circle above)

Logging On To Webmail Portal



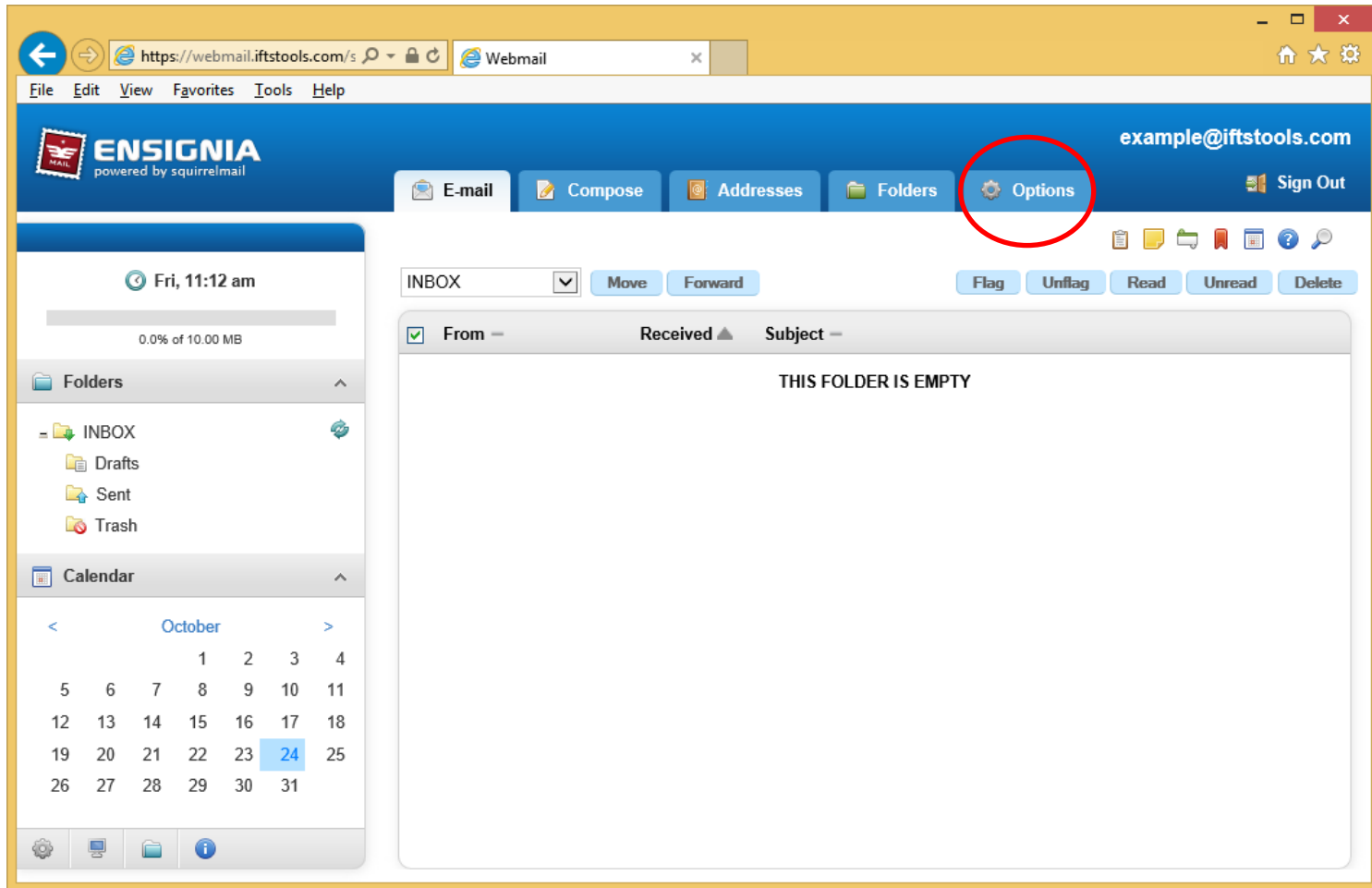
The screenshot shows a web browser window with the address bar displaying <https://webmail.iftstools.com/s>. The page title is "Webmail - Login". The main content area has a dark blue background. In the center, there is a white login form titled "WebMail Login". The form contains the following fields and options:

- USERNAME:** A text input field containing "example@iftstools.com".
- PASSWORD:** A password input field with five dots and a cursor, highlighted in yellow.
- LANGUAGE:** A dropdown menu set to "English".
- Remember Name & Password
- LOGIN** button: A blue button with white text, circled in red.

A small "MAIL" icon is visible in the bottom right corner of the page.

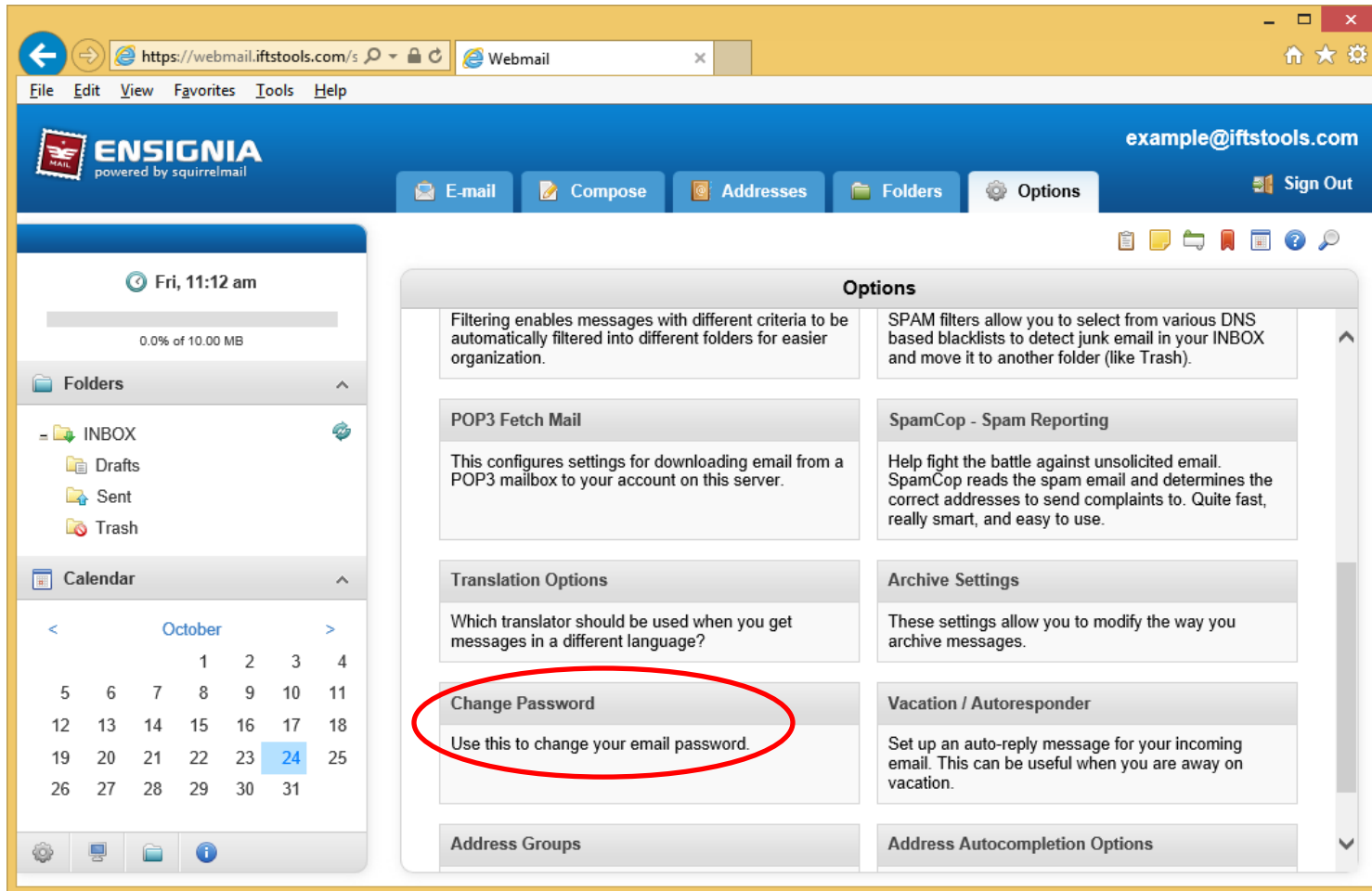
- Enter username and password
- Click login button (red circle above)

Webmail Home Screen



- Click the options tab (red circle above)

Choose “Change Password”



- Scroll down to the “change password” selection and click (red circle above)

Changing Password

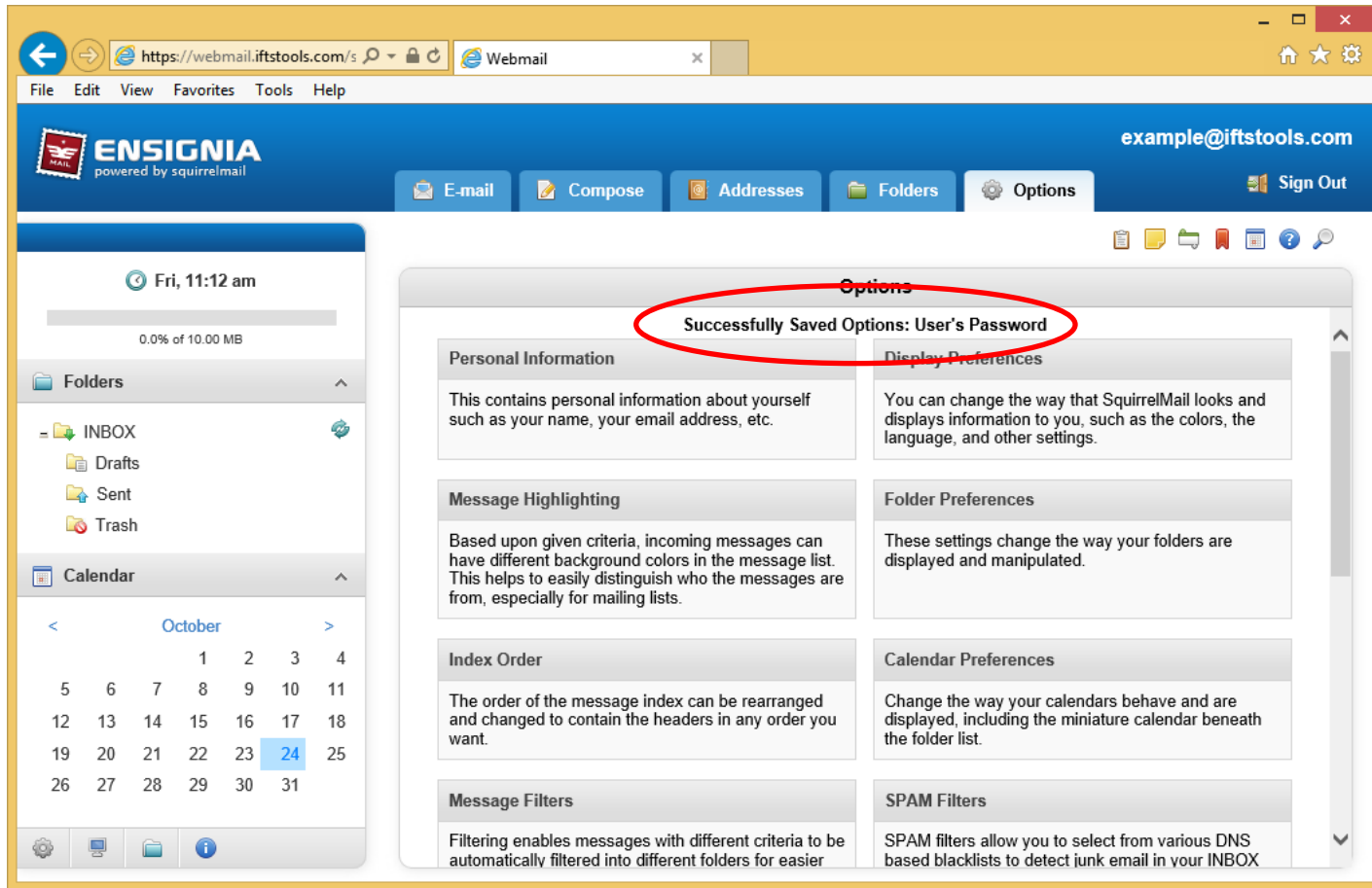
The screenshot shows a webmail interface for ENSIGNIA, powered by squirrelmail. The user is logged in as example@iftstools.com. The interface includes a navigation bar with options like E-mail, Compose, Addresses, Folders, and Options. A sidebar on the left shows folders (INBOX, Drafts, Sent, Trash) and a calendar for October. The main content area displays a 'Change Password' form with the following fields:

- Old Password: [password masked with dots]
- New Password: [password masked with dots]
- Verify New Password: [password masked with dots]

Below the fields are two buttons: 'Submit' (circled in red) and 'Cancel'.

- Enter your current password in the top text box (“Old Password”)
- Enter a new, more secure password in the next two text boxes (“New Password” and “Verify New Password”)
- Click the submit button (red circle above)

Password Change Confirmation



- On the following screen, you should see a message that confirms your email password has been changed successfully (red circle above)