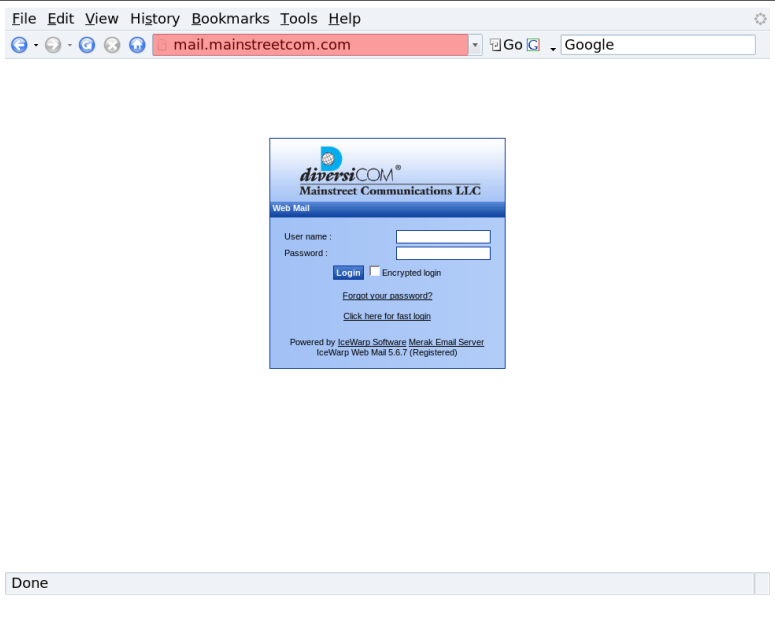
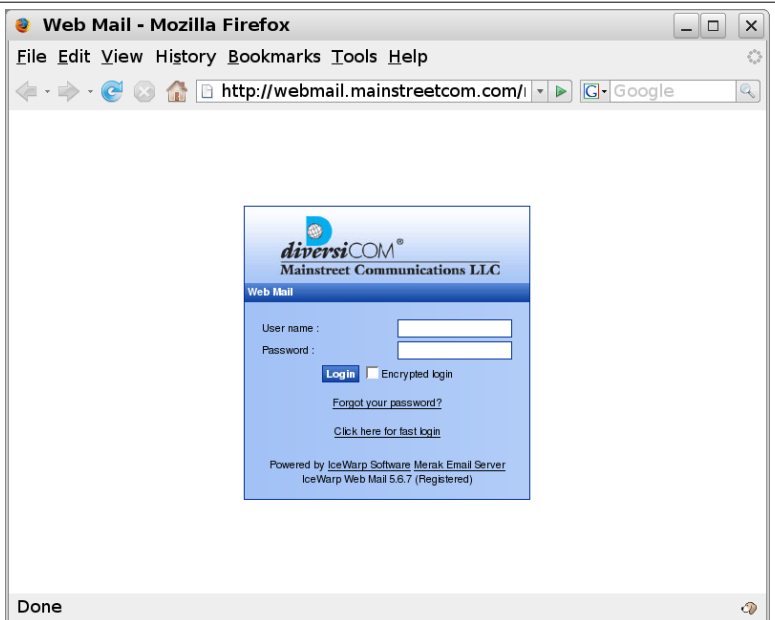


How To Change Your Email Password

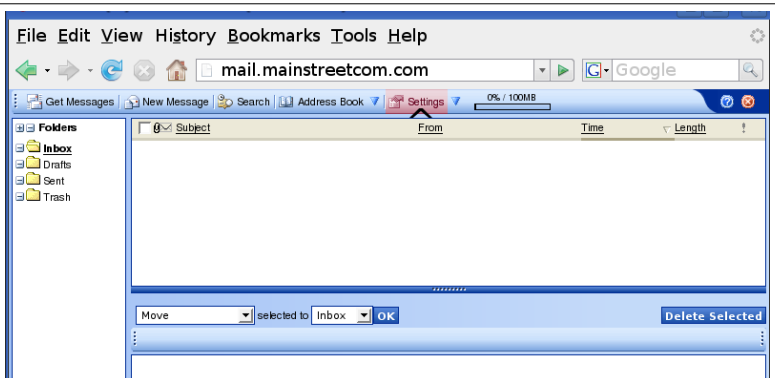
1.) Open your web browser (ex. Internet Explorer, Firefox) and click on the address bar at the top and enter 'mail.mainstreetcom.com' then push your enter key.



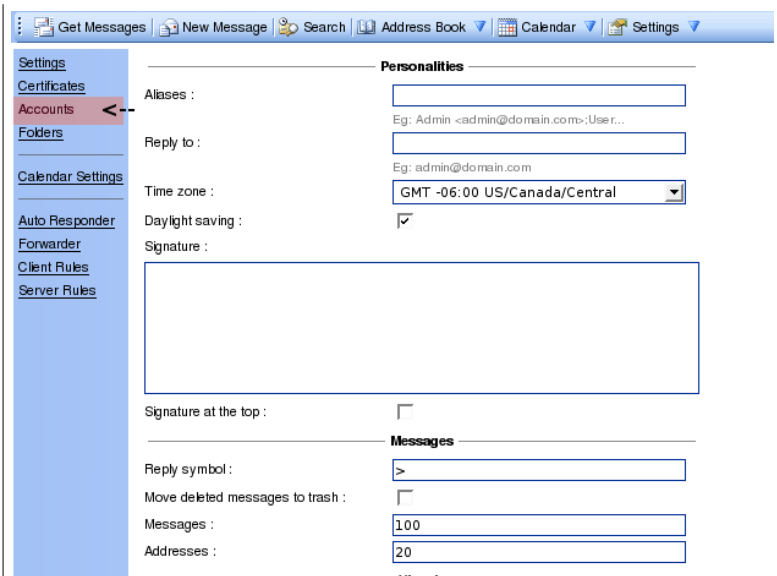
2.) Log into your email. Your user name is going to be the beginning part of your email address (ex. JohnDoe@mainstreetcom.com, your user name would be JohnDoe). Then enter in your password.



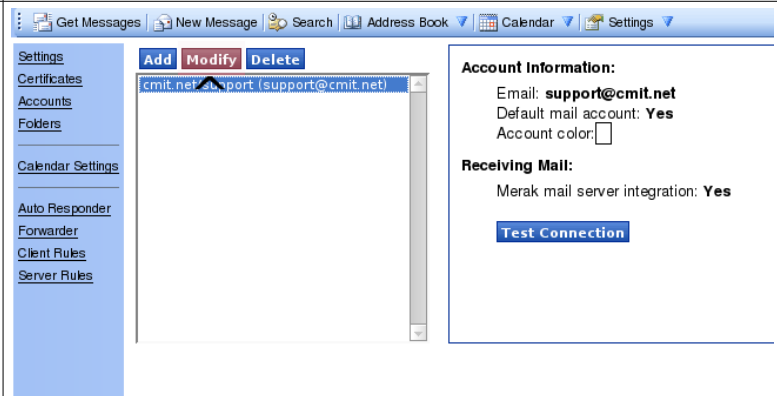
3.) Click on 'Settings' in the top menubar.



4.) Click on the 'Account' option on the left side of the screen.

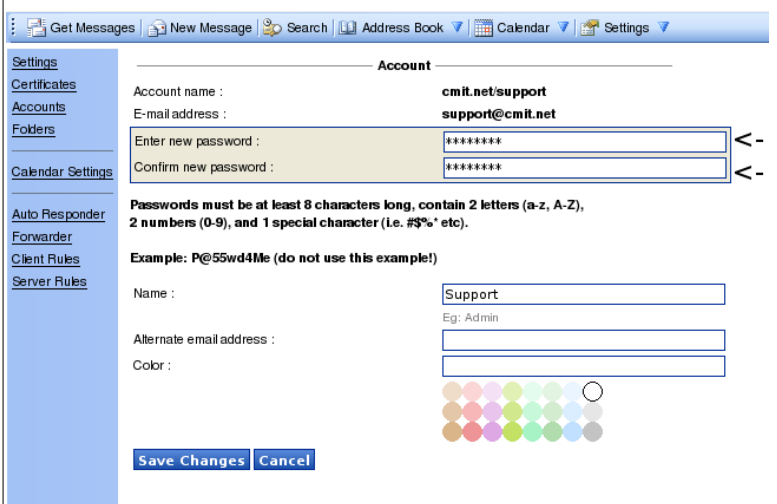


5.) Click on 'Modify' at the top.



6.) Remove the old password that is entered in there currently. Now enter in the new password that you would like it changed to. Then enter the same password in the 'Confirm new password'.

Your new password must be at least 8 characters long, contain 2 letters(a-z, A-Z), 2 numbers (0-9), and 1 special character (ie., # \$ % * ect).



7.) After the new password is entered Click on 'Save Changes' at the bottom of the screen.

The screenshot shows the 'Account' settings page in Outlook. The left sidebar contains links for Settings, Certificates, Accounts, Folders, Calendar Settings, Auto Responder, Forwarder, Client Rules, and Server Rules. The main content area is titled 'Account' and displays the following information:

- Account name : **cm it.net/support**
- E-mail address : **support@cm it.net**
- Enter new password : [password field]
- Confirm new password : [password field]

Below the password fields, there is a warning: **Passwords must be at least 8 characters long, contain 2 letters (a-z, A-Z), 2 numbers (0-9), and 1 special character (i.e. #, \$, % etc).** An example is provided: **Example: P@55wd4Me (do not use this example!)**

Further down, there are input fields for:

- Name : [Support]
- Alternate email address : [Eg: Admin]
- Color : [color selection palette]

At the bottom, there are two buttons: **Save Changes** and **Cancel**.

8.) After the settings are saved you need to log out of the webmail and try your new password.

Please write down your new password on your documentation and put it in a safe place.

Once you open your email program (ie., Outlook, Outlook Express) you will be prompted for your new password. Enter it in and it should save it for you.