

How Do I Reset My Password?

Last Modified on 07/06/2023 3:34 pm EDT

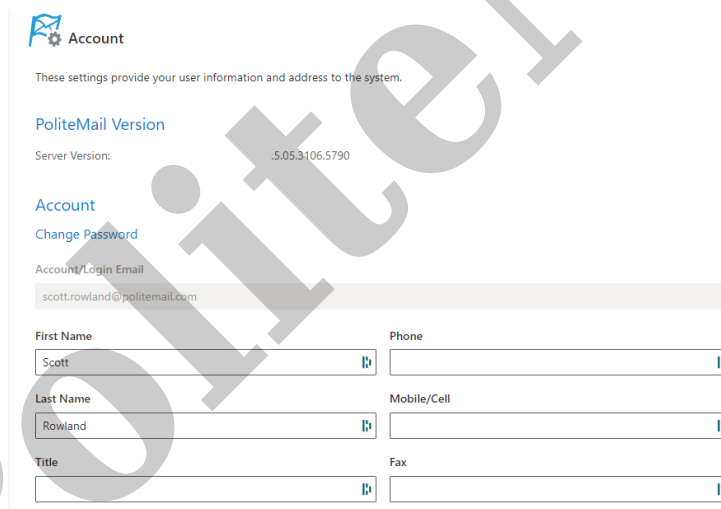
Applies To: PoliteMail Desktop PoliteMail Online PoliteMail O365

Version: 4.9 5.0 5.05

Changing Your PoliteMail Password

The method only applies if you are using Password Authentication as your method of sign-in. If you are using Single Sign-On methods, you will need to contact your IT Administrator for a new password.

A user can change their password at any time. Go to **PoliteMail > Account > Account**. (In **PoliteMail v4.9x**, go to **PoliteMail > Settings > My Profile**.)



Account

These settings provide your user information and address to the system.

PoliteMail Version

Server Version: .505.3106.5790

Account

[Change Password](#)

Account/Login Email
scott.rowland@politemail.com


First Name	Phone
<input type="text" value="Scott"/>	<input type="text"/>
Last Name	Mobile/Cell
<input type="text" value="Rowland"/>	<input type="text"/>
Title	Fax
<input type="text"/>	<input type="text"/>

Click the Change Password link.

Next, you'll need to enter your current password. For your new password, the requirements are:

- At least 12 characters
- At least one uppercase letter and one lowercase letter
- At least one number
- At least one special character

Confirm the new password in the next box, and select **Update/Change**.

 Account > Change Password

Change the password you use to access PoliteMail server.

Current Password

New Password

Confirm New Password

The Server Settings dialogue box will pop up. Select **OK**, and you will be asked to sign in again with your new password.

PoliteMail