How Do I Reset My Password?

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Applies To: ■ PoliteMail Desktop ■ PoliteMail Online □ PoliteMail M365

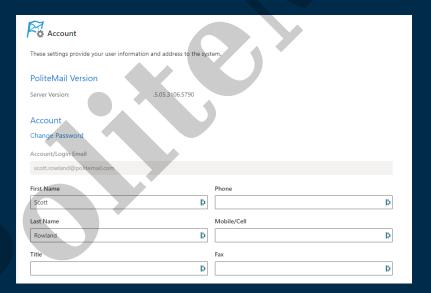
Version: 4.9 5.0 5.1+

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**.



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

