How Do I Reset My Password?

Last Modified on 10/01/2026 4:25 pm EDT

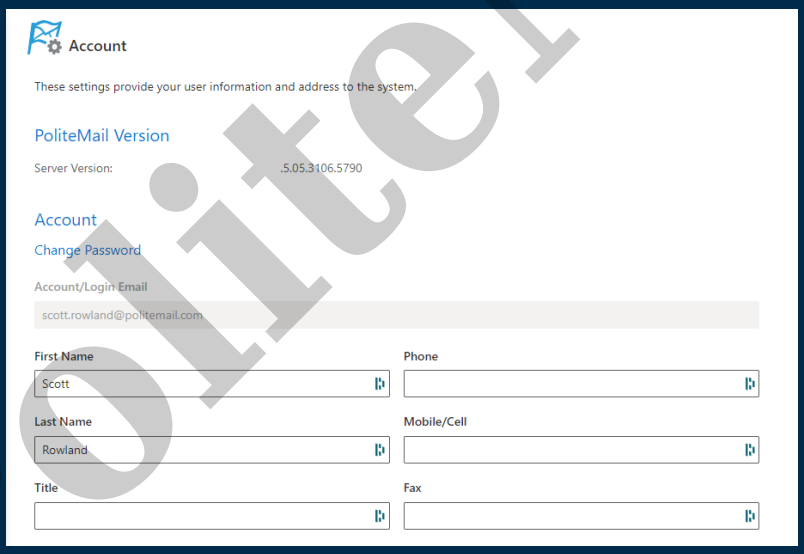
Applies To: New PoliteMail Legacy PoliteMail

Version: 4.9+ 5.0+

Changing Your PoliteMail Password

> Password authentication is being phased out in favor of Single Sign On (SSO), and so is no longer recommended.

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



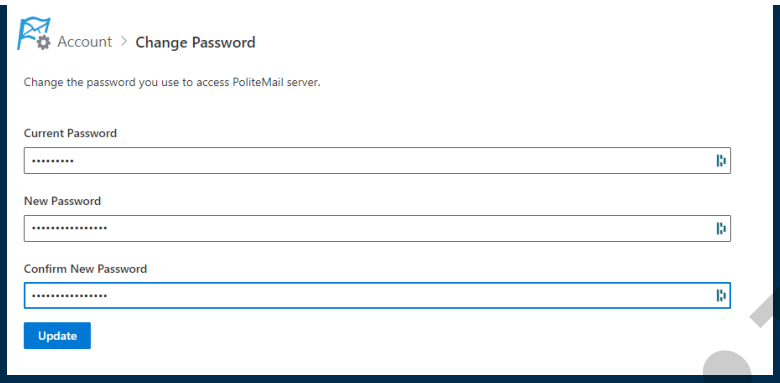
Click the Change Password link.

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**.

PoliteMail



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

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