



## CHANGE YOUR HESTED EMAIL SECURITY (HES) PASSWORD

**INTRODUCTION:** This guide will explain how to change your HES (Hosted Email Security) password.

**SYSTEM REQUIREMENTS:** NA

### **WHAT YOU MAY NEED & OTHER CONSIDERATIONS:**

- An Internet connection

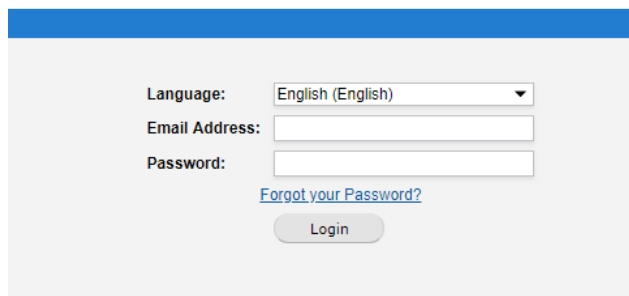
## STEP ONE

If this is the first time you are using HES / Or you have forgotten your password you will need to be assigned a password first before you can log on to HES for the first time, to do this please complete the following:

Open up a web browser

Copy and paste <https://hes01.it-logik.com> in to your browser and press enter

Select the 'Forgot your Password?' link



The screenshot shows a login form with the following elements:

- Language: English (English) (dropdown menu)
- Email Address: [text input field]
- Password: [text input field]
- Forgot your Password? (blue link)
- Login (button)

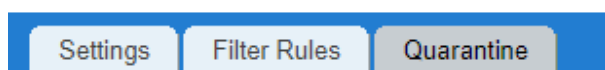
## STEP TWO

Enter your email address associated with HES (this will usually be your Hosted Exchange mailbox password) and click send.

You will receive an email which will provide you with a new password. Once you have this simply go back to <https://hes01.it-logik.com> and enter your email address and password

## STEP THREE

To change your password select the settings tab



For support please call +44 (0) 20 3740 1060, or email [support@it-logik.com](mailto:support@it-logik.com)

## STEP FOUR

Enter your Old password followed by your new password in the appropriate field

|                       |                          |
|-----------------------|--------------------------|
| Old Password:         | <input type="password"/> |
| New Password:         | <input type="password"/> |
| Confirm New Password: | <input type="password"/> |

## STEP FIVE

Click Change