



CHANGING YOUR MAILBOX PASSWORD

INTRODUCTION: This guide will explain how to change your Hosted Exchange mailbox password.

SYSTEM REQUIREMENTS: NA

WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

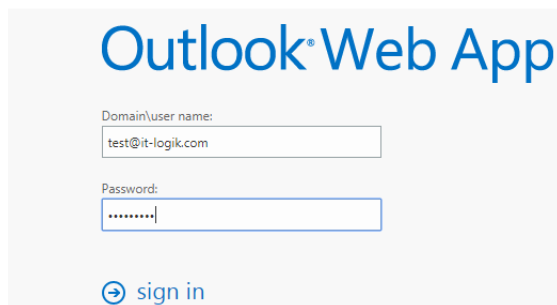
- You will need your current email password to proceed
- Please note: If you have your mailbox saved on multiple devices (such as a mobile or laptop) you will be prompted to enter your new password.
- It is highly advisable you enter a strong password. This should be a mixture of letters, numbers, and special characters.

STEP ONE

Open up a web browser and copy & paste the following as a URL owa.it-logik.com

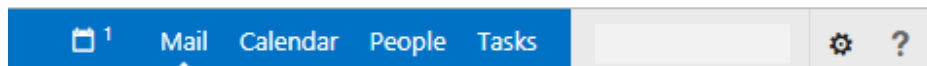
STEP TWO

Enter your login details and then select sign in



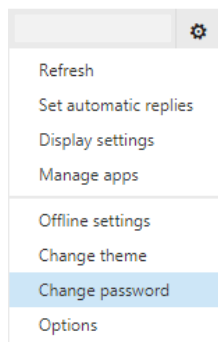
STEP THREE

Select the cog in the top right corner



STEP FOUR

Select Change password



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

STEP FIVE

Enter your current password and then your new password. Once you're done, click Save

Current password:

New password:

Confirm new password:

save