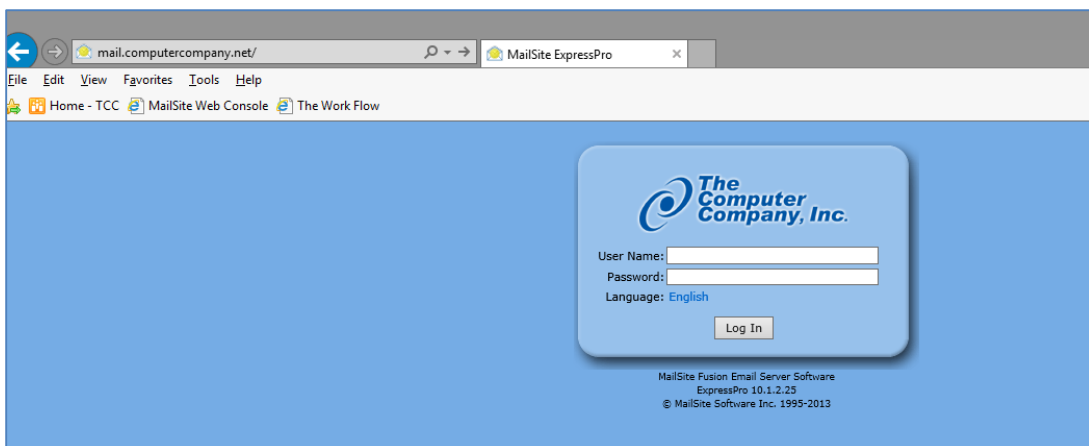# CHANGING YOUR MAILSITE PASSWORD

LOGGING IN

1. On your computer, open a web browser

2. In the address box of the web browser, type the following: mail.computercompany.net
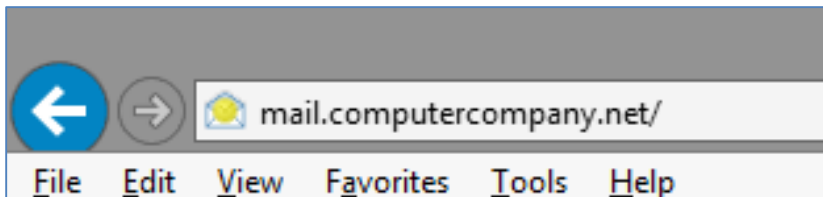
3. After typing in the address, press "Enter" to navigate to the website. You should see a webpage similar to the one below prompting you to login.

4. In the "User Name" field, type in your full email address. An example is shown below.


5. In the "Password" field, type in your password. This will be provided to you by The Computer Company, Inc.

6. After typing in your full email address and password, click "Log In" to login to MailSite

7. If you were able to log in successfully you should be navigated to a webpage similar to the one below. You should be able to view your inbox and perform other mail functions that are similar to Microsoft Outlook.
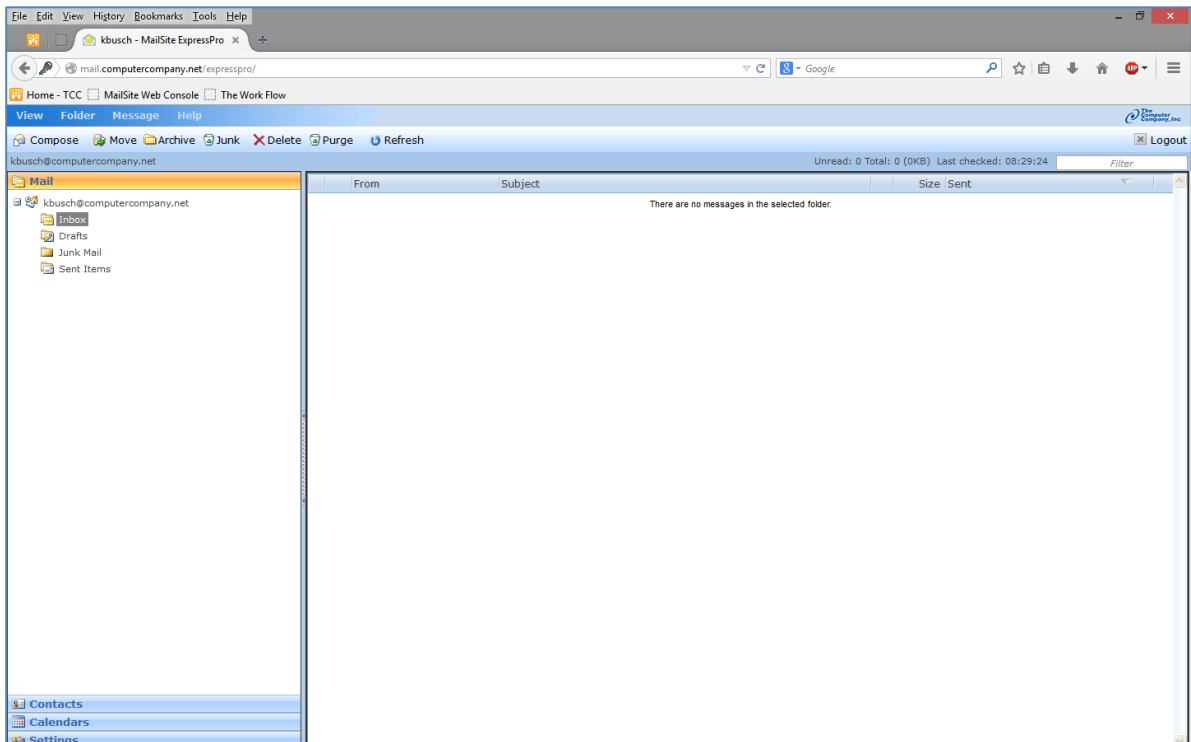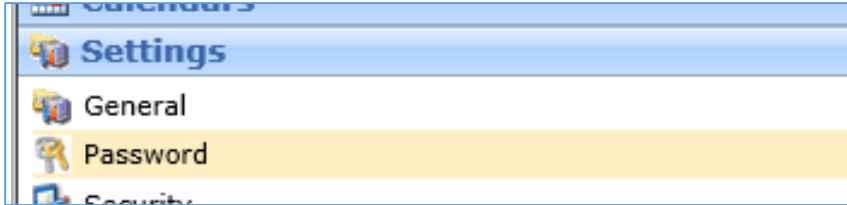

CHANGING YOUR PASSWORD

1. After logging in to MailSite, click on the "Settings" bar on the bottom-left of the screen
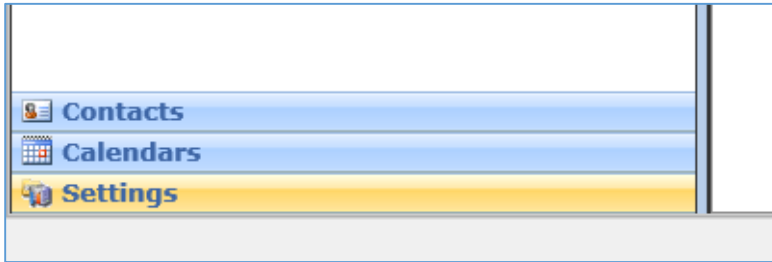
2. Now that you are in "Settings", click on "Password" to see password options


3. After clicking on "Password", you will be prompted to enter your old password and then pick a new password. Also, be sure to click on "Rules" to know what requirements your new password has to meet.

4. Notice that you have to enter your new password twice: once in "New Password", and once in "Confirm Password".

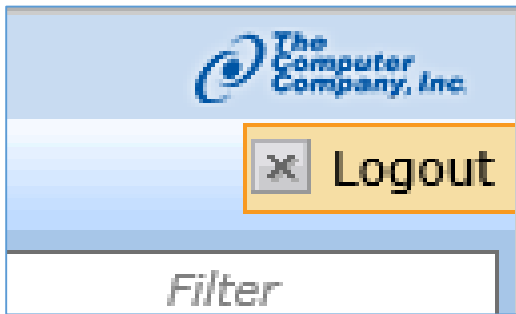5. After entering your old and new password, click "Apply" to save your new password.

6. If you were able to change your password successfully, you should see the message below. Click "OK" to continue.
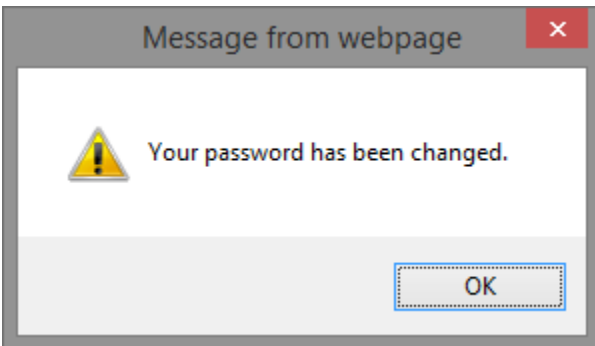
LOGGING OUT

1. When you are finished using MailSite, you may logout by clicking the "Logout" in the top-right corner.

If you have any questions or concerns, please feel free to reach us at (860) 635-0500 or support@computercompany.net .