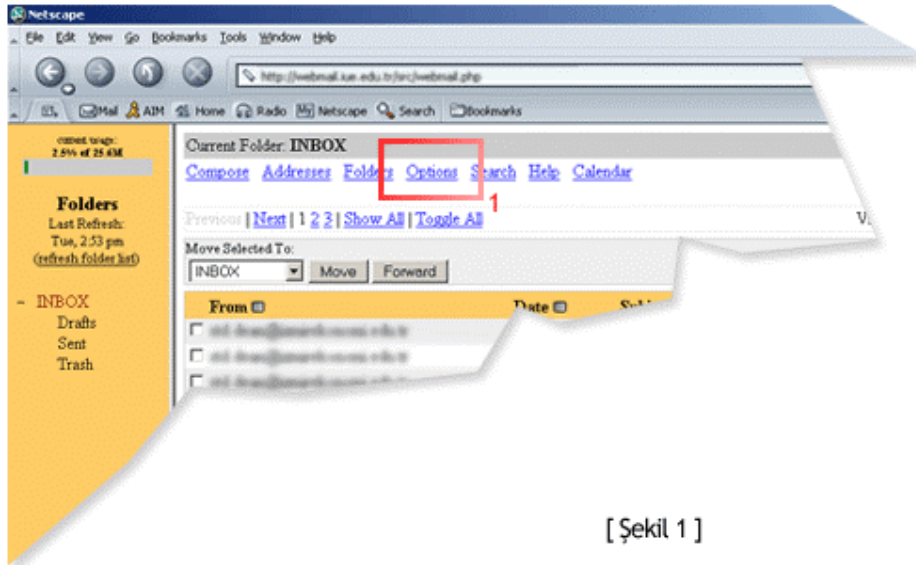


# Changing Your Mail Password

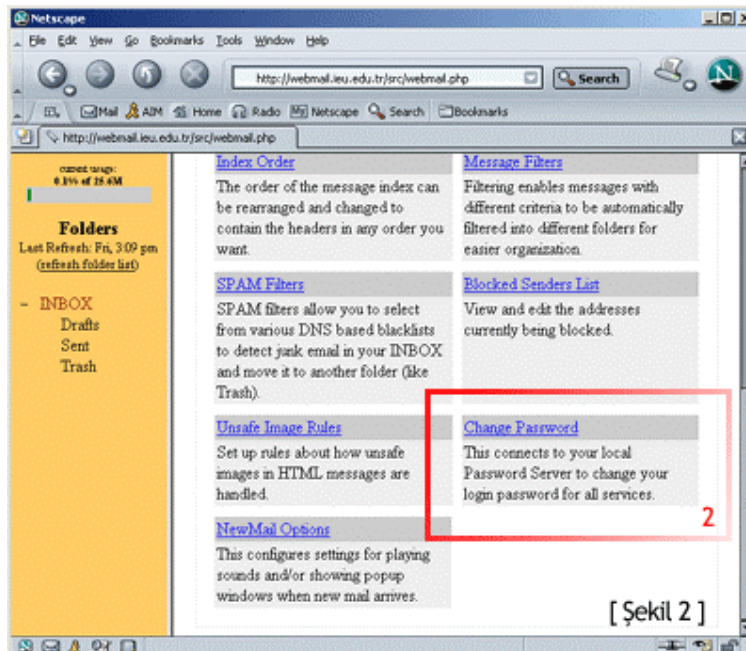
To change your mail password, follow these steps:

1. Enter your WebMAIL account (using your old password),
2. Click the **“Options”** link (see Picture 1),



[ Şekil 1 ]

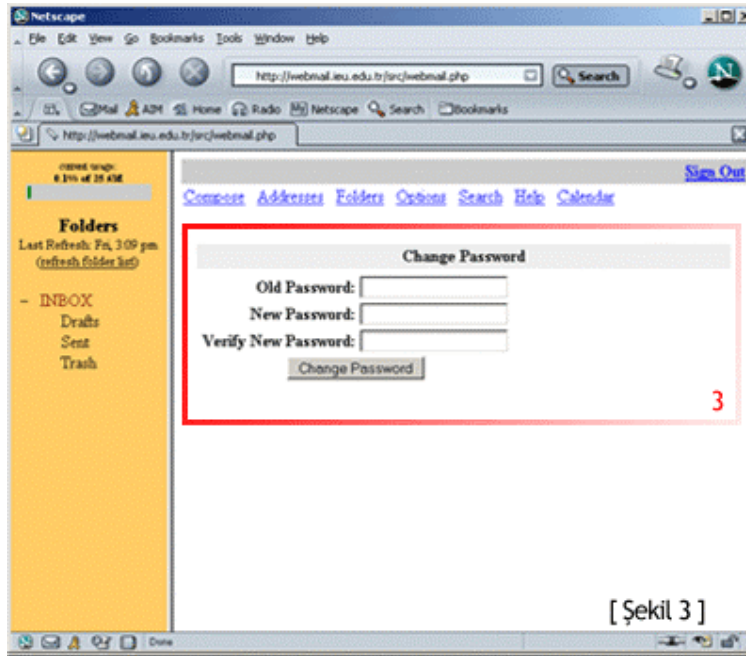
3. Click the **“Change Password”** link (see. Picture 2),



[ Şekil 2 ]

4. On the new screen (Picture 3) do the following:
  - To the “**Old Password**” field, enter your old password,
  - To the “**New Password**” field, enter your **new password**\*,
  - And on the “**Verify New Password**” field, confirm your new password by re-entering it.

Then click the “Change Password” button and complete the procedure.



**IMPORTANT:** You have to use your new password in order to access the **Disk area, web area** and your **mail account**.

\* = For choosing a good and secure password, you may want to read the document “*How to Choose a Good Password*”. The document can be found in [comp.izmirkonomi.edu.tr](http://comp.izmirkonomi.edu.tr) under documents.