

## How can I change my mailbox password?

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**Note:** If your mailbox is connected to a mail client, or is used to send mail from a website, you will need to update your mail client or sendmail script once the password has been updated. It is recommended to change your mailbox password every six months to ensure mailbox security.

To change your mailbox password through eXtend Control Panel: Log into your eXtend Control Panel Click on 'Mail Boxes' Scroll down to Modify Mail Boxes In the row with the mailbox you want to edit, click on the blank Password field Type in a new password " make certain that it is over 6 characters long and contains at least 1 number or other non-letter character Click 'Modify' Your mailbox password will be changed To change your mailbox password through outitgoes.com: Go to outitgoes.com Click 'Change Password?' Enter in the email address of the mailbox Enter in the current password Enter in the new password " make certain that it is over 6 characters long and contains at least 1 number or other non-letter character Repeat the password Click 'Change!' Your mailbox password will be changed Â Changing the mailbox password as a reseller: If you know the current password you can change it by going to <https://Outitgoes.com> then clicking on 'change password'. Or if the current password is not known then it can be changed by logging into the hosting package through the External Extend login: Go to <https://ssl.extendcp.co.uk/login.cgi> and log in to the specific package using the domain and the password for eXtend (can be changed through 'change your passwords' under web tools when accessing the package as super-user). Once logged in go to 'Mailboxes' under the 'Email' heading, the middle column will allow you to fill in a new password. Once the new password is set it should be active nearly straight away, so go to <https://Outitgoes.com> and log in using the email address as the username and your new password.

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Online URL: <https://www.heartinternet.uk/support/article/how-can-i-change-my-mailbox-password.html>