

Steps to change your email password

1. Login to your web mail.

Click the “Login” button after filling in your *User name* and *Password*.

Example:

(Student – 7d0a0000@stud.curtin.edu.my)

User name: 7d0a0000 ← Student ID

Password: 011288 ← Default passwords would be your date of birth in *DDMMYY* format.

(Staff – abc.xyz@curtin.edu.my)

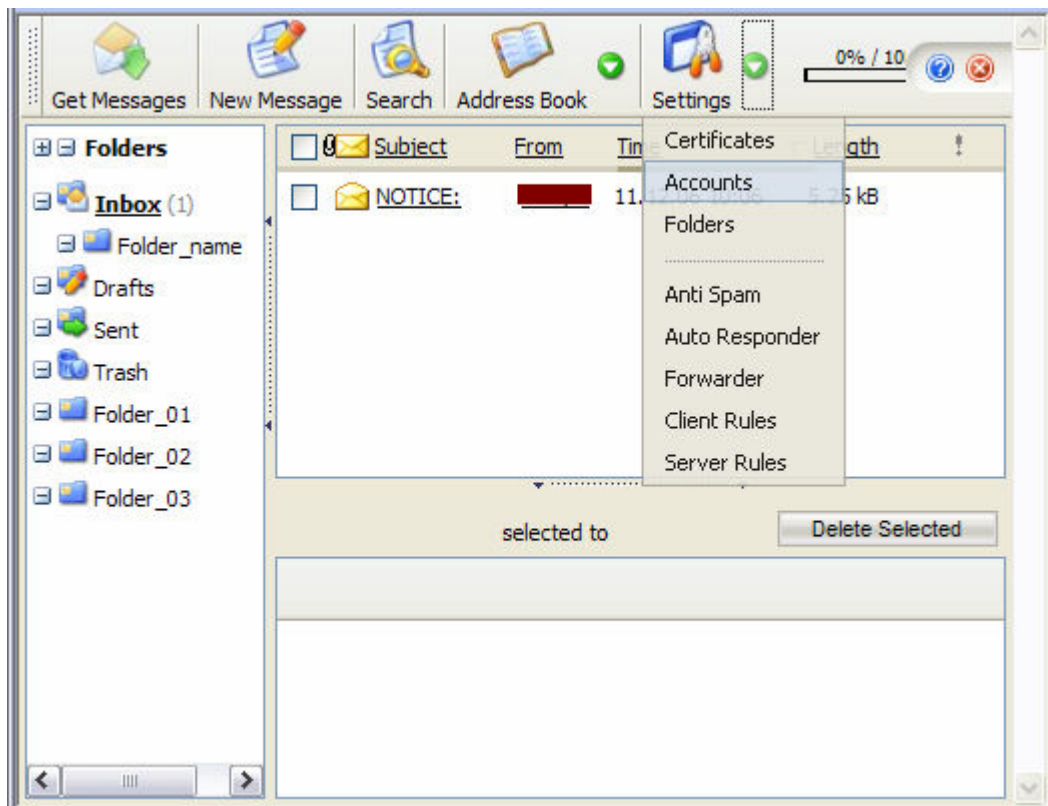
User name: abc.xyz ← Window’s login ID

Password: 011288 ← Default passwords would be your date of birth in *DDMMYY* format.

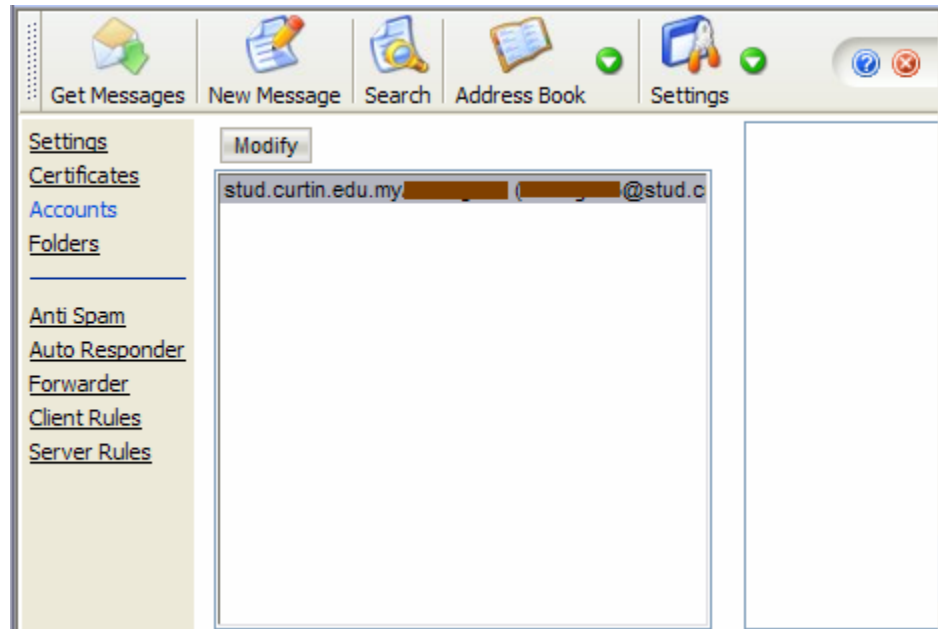


The screenshot shows the login interface for CURTIN Student Web Mail. It features a title bar with the text "CURTIN Student Web Mail" and a small icon of three people. Below the title bar, there are two input fields: "User name :" and "Password :". To the right of the "User name" field is a small icon of three people. Below the input fields, there is a "Login" button and a checkbox labeled "Encrypted login". Underneath these elements is a link that says "Click here for fast login". At the bottom of the page, there is a footer that reads "Powered by IceWarp Software Merak Email Server Curtin University Of Technology, Sarawak Campus Web Mail (Registered)" and the Curtin University of Technology logo, which includes the text "Curtin University of Technology Sarawak Malaysia".

2. Go to “Accounts” from “Settings” drop-down menu.

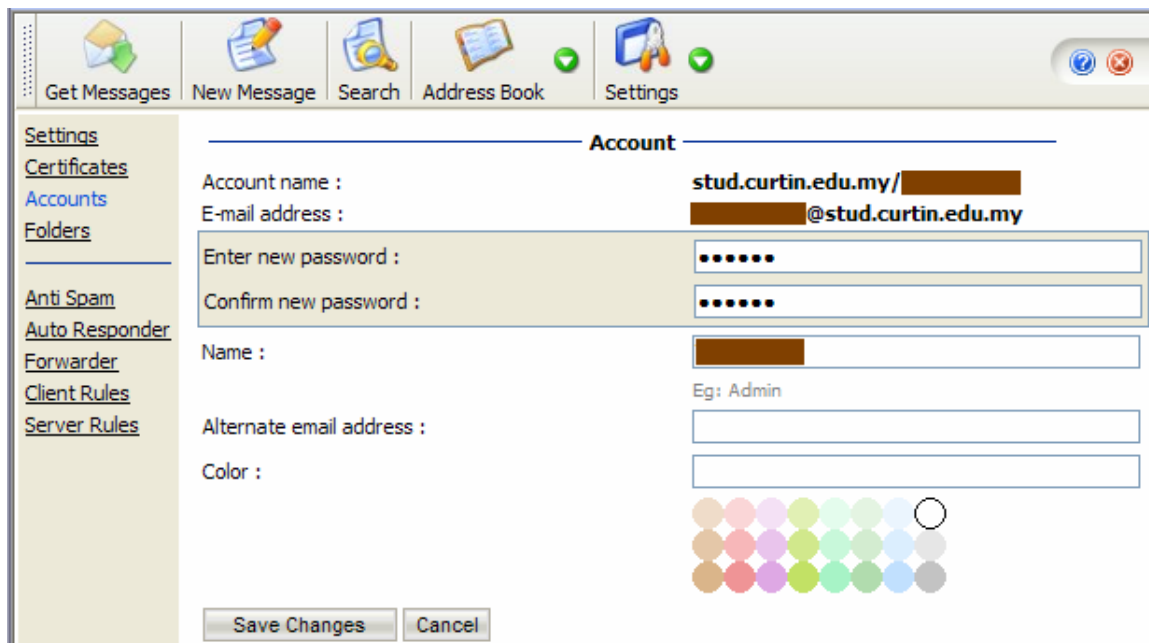


3. Click the “*Modify*” button.

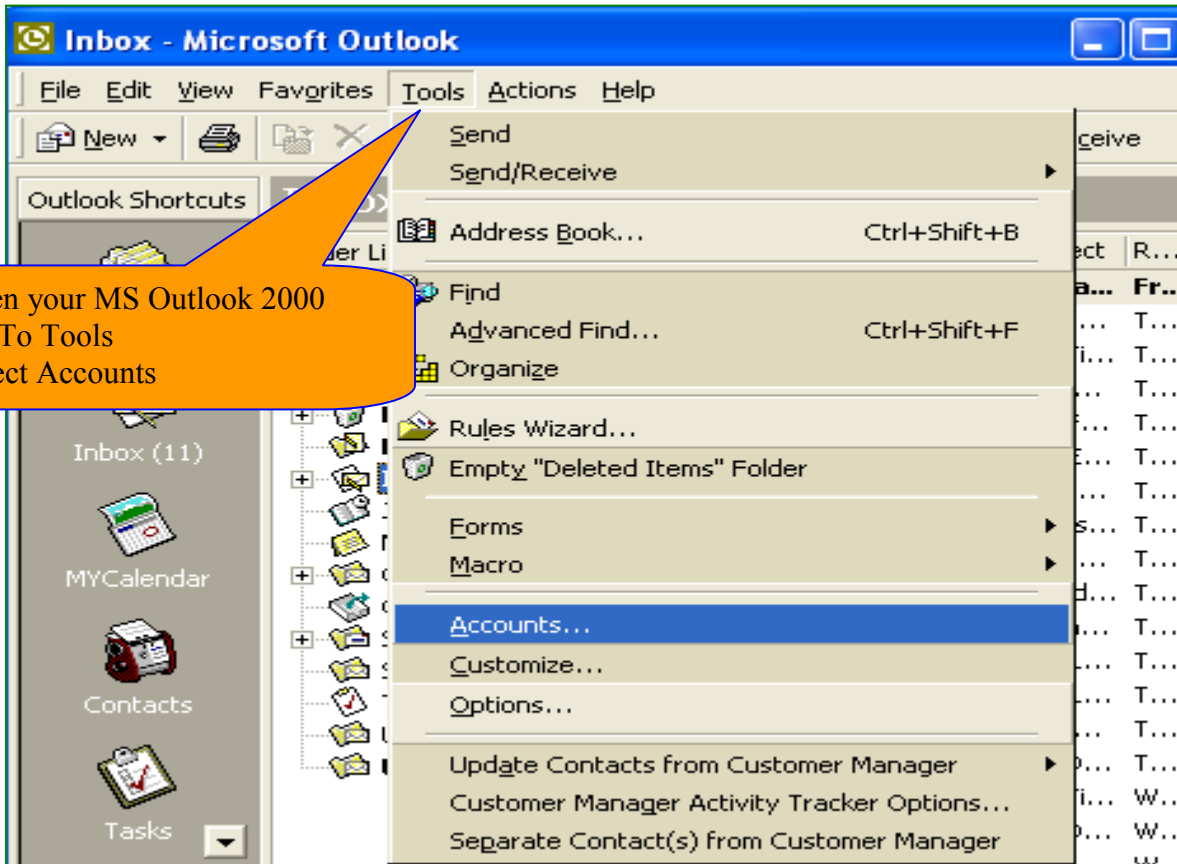


4. Change your password at the “*Enter new password*” and “*Confirm new password*” fields.

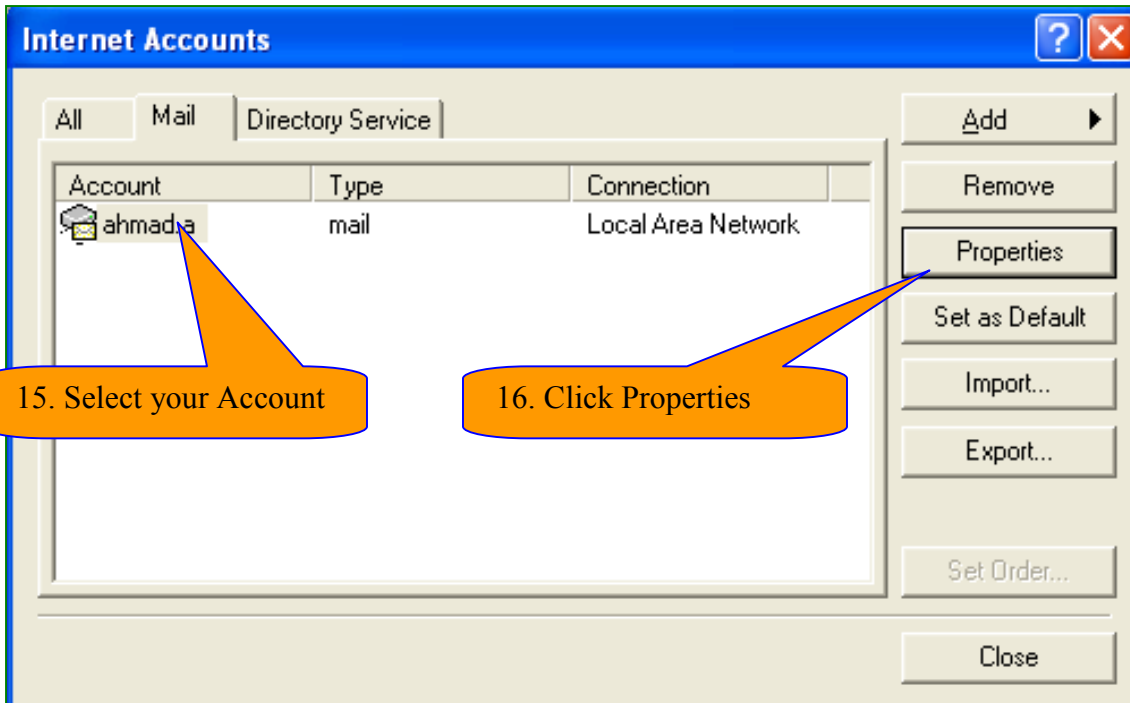
Click the “*Save Changes*” button to save your changes.



Once you have changed your password in Webmail, you need to change your email password in your MS Outlook 2000.



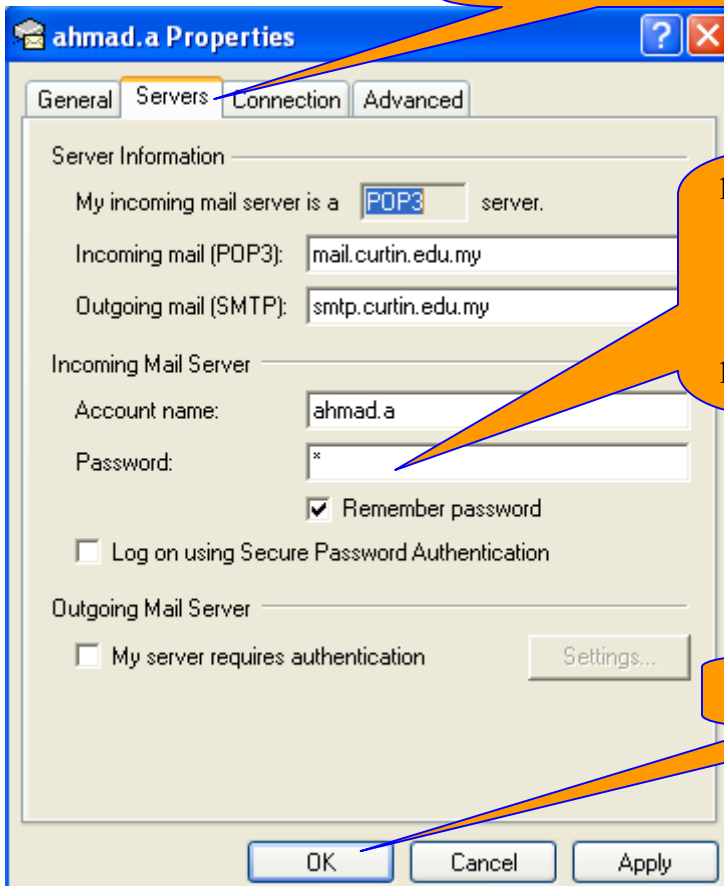
- 12. Open your MS Outlook 2000
- 13. Go To Tools
- 14. Select Accounts



15. Select your Account

16. Click Properties

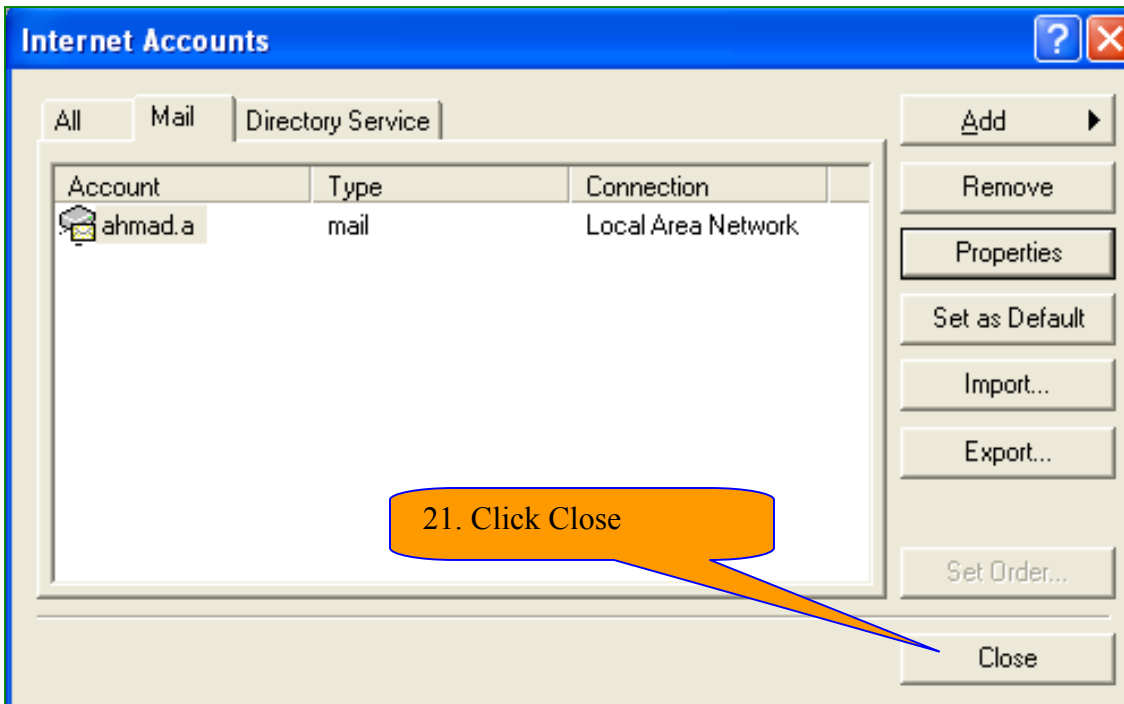
20. Select Servers Tab



18. Type password.
(This password is similar with the password you changed in Webmail)

19. Tick Remember password box

17. Click OK



21. Click Close