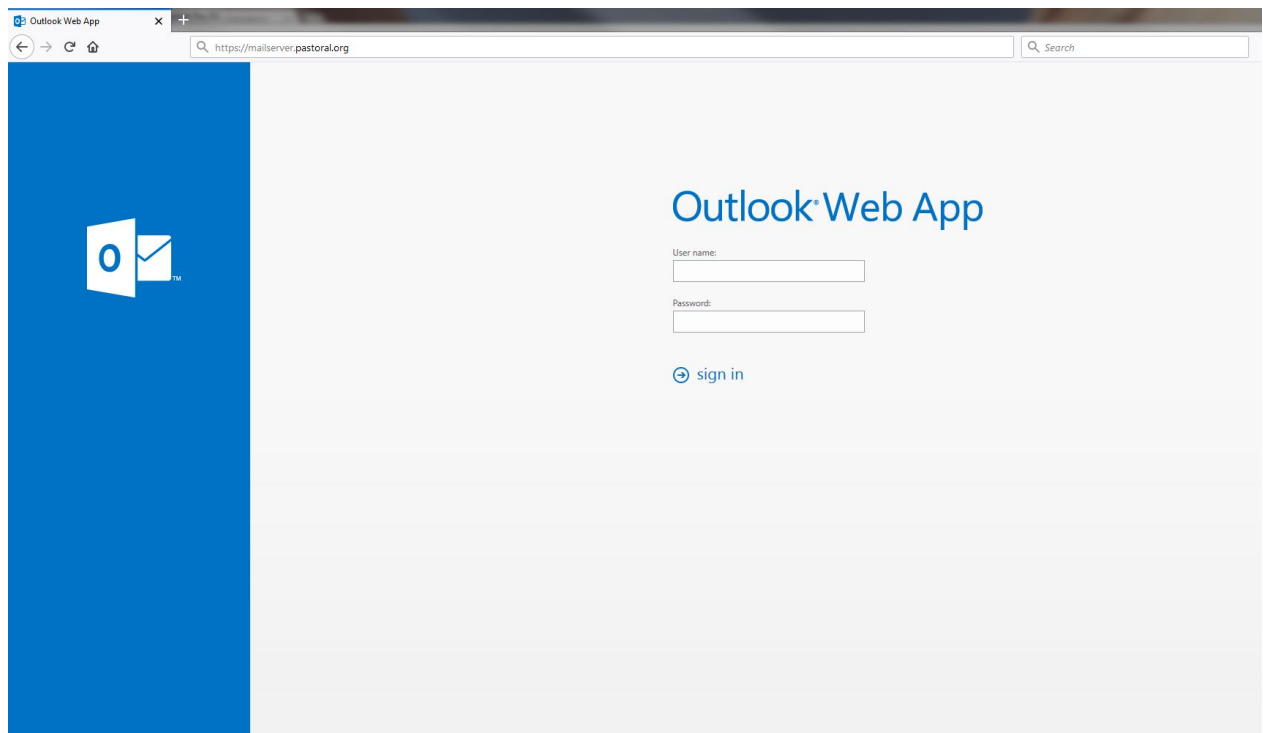


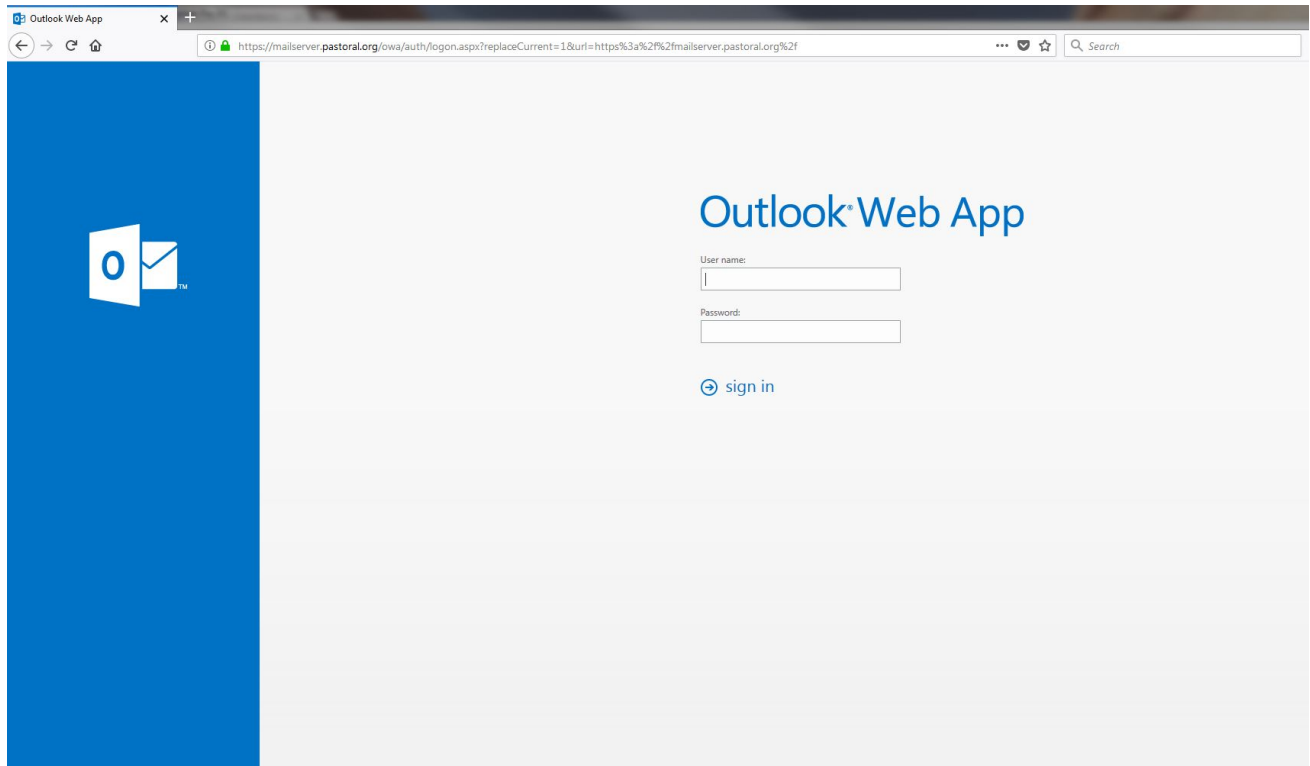
1. Open a web browser



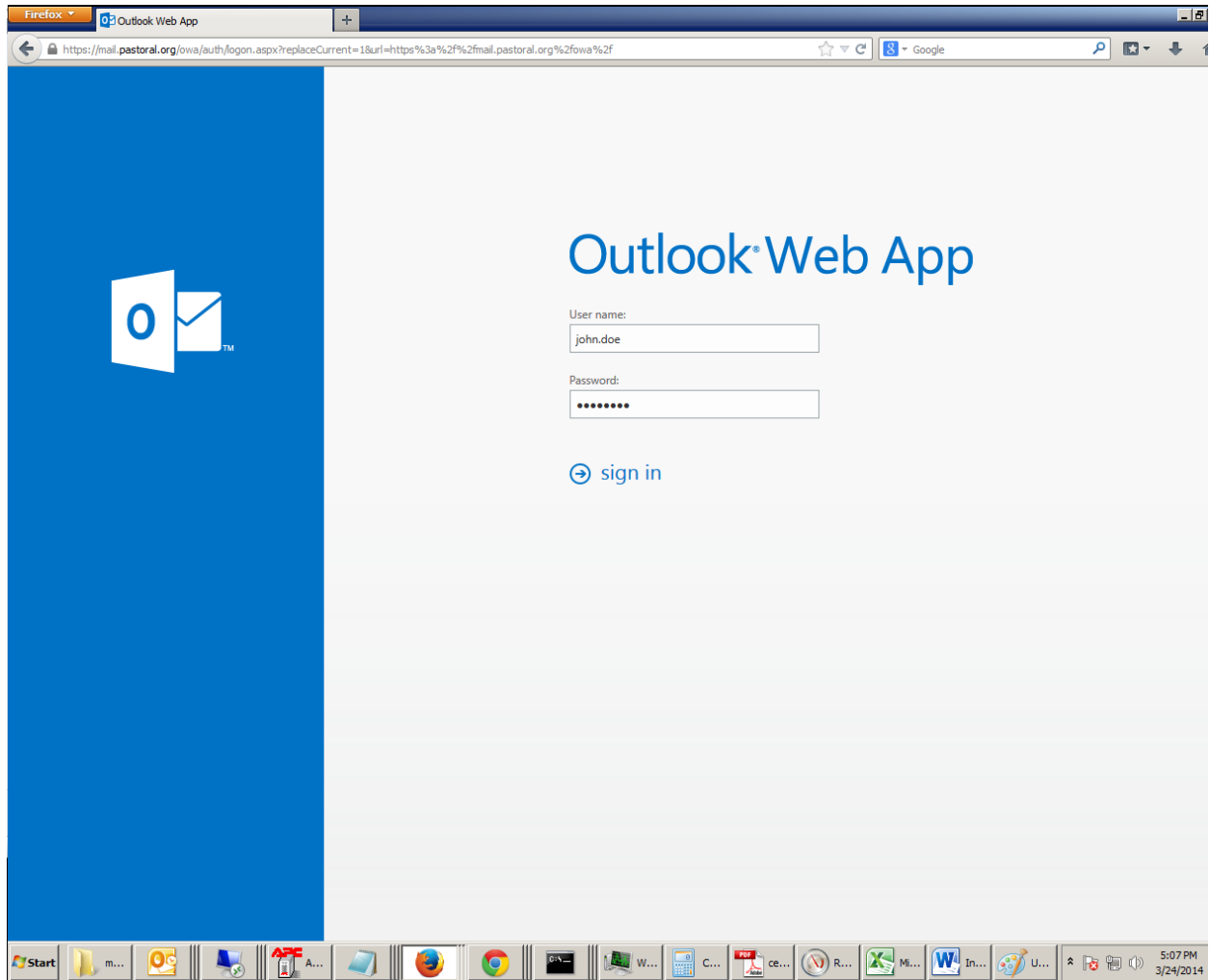
2. Type "https://mailserver.pastoral.org" into the address bar (not the search bar) and press enter.



3. This should bring you to the webmail log in page.



4. Enter your username (firstname.lastname) and your temporary password then click “sign in”.



5. This will bring you to a webpage where you must change your password. Three pieces of information are needed.

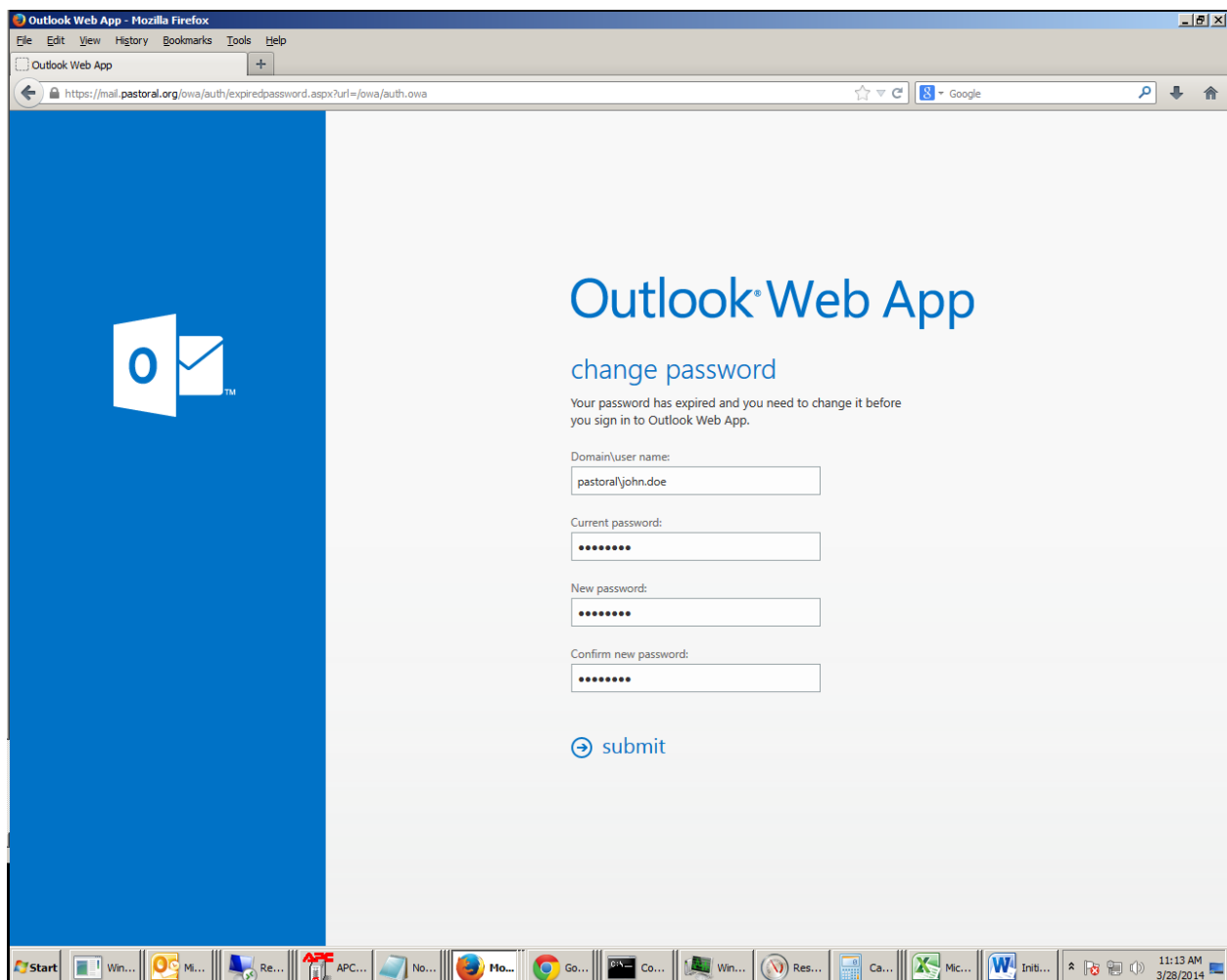
First domain\username which in this example is pastoral\john.doe (the backslash key is usually found above the enter key). **“John.doe” will not work, it must be “pastoral\john.doe”.**

Second, your temporary password .

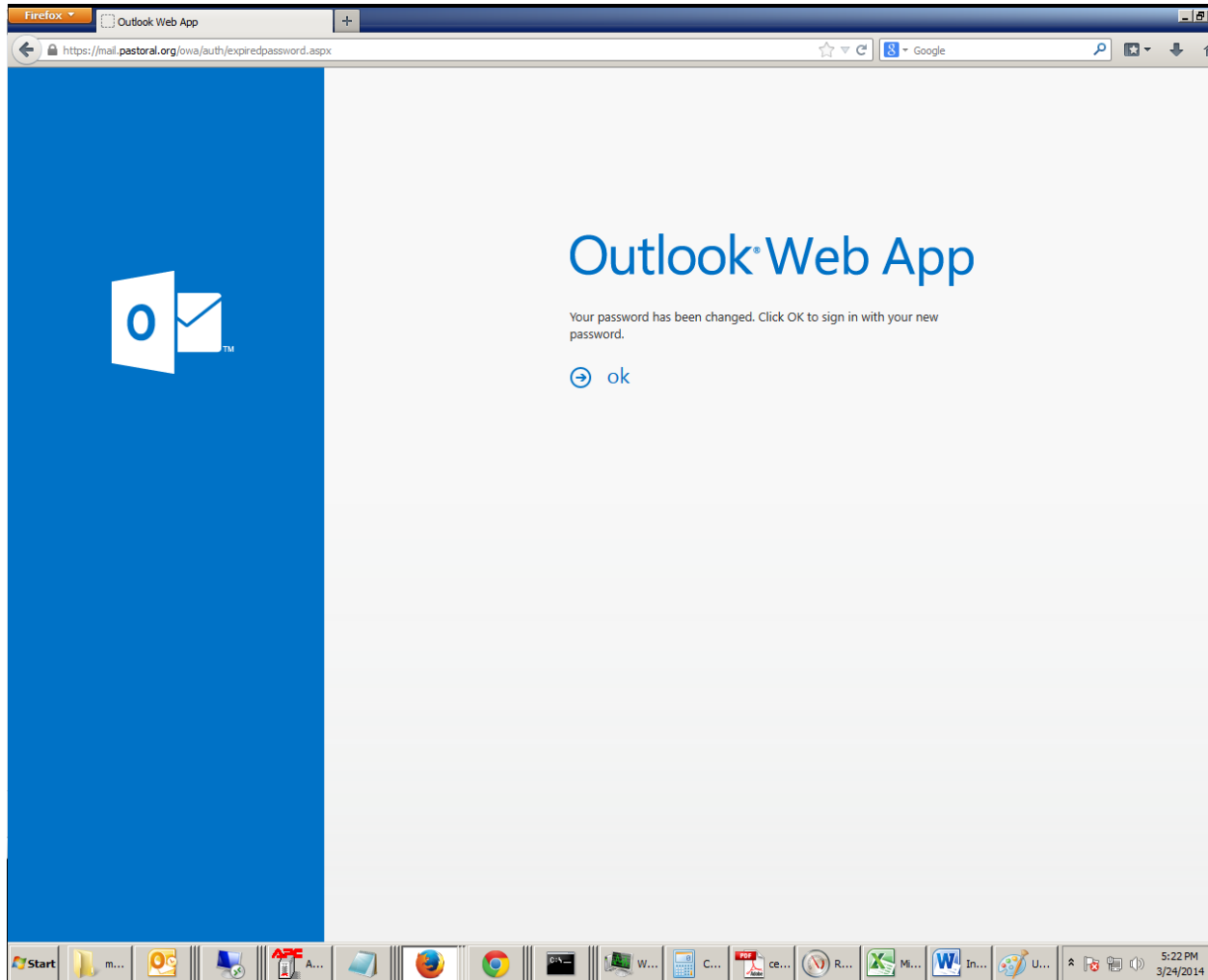
Third, your new password, which must be entered twice to help prevent typos.

Your new password must be at least 8 characters long and contain an upper case character, a lower case character and a number or symbol.

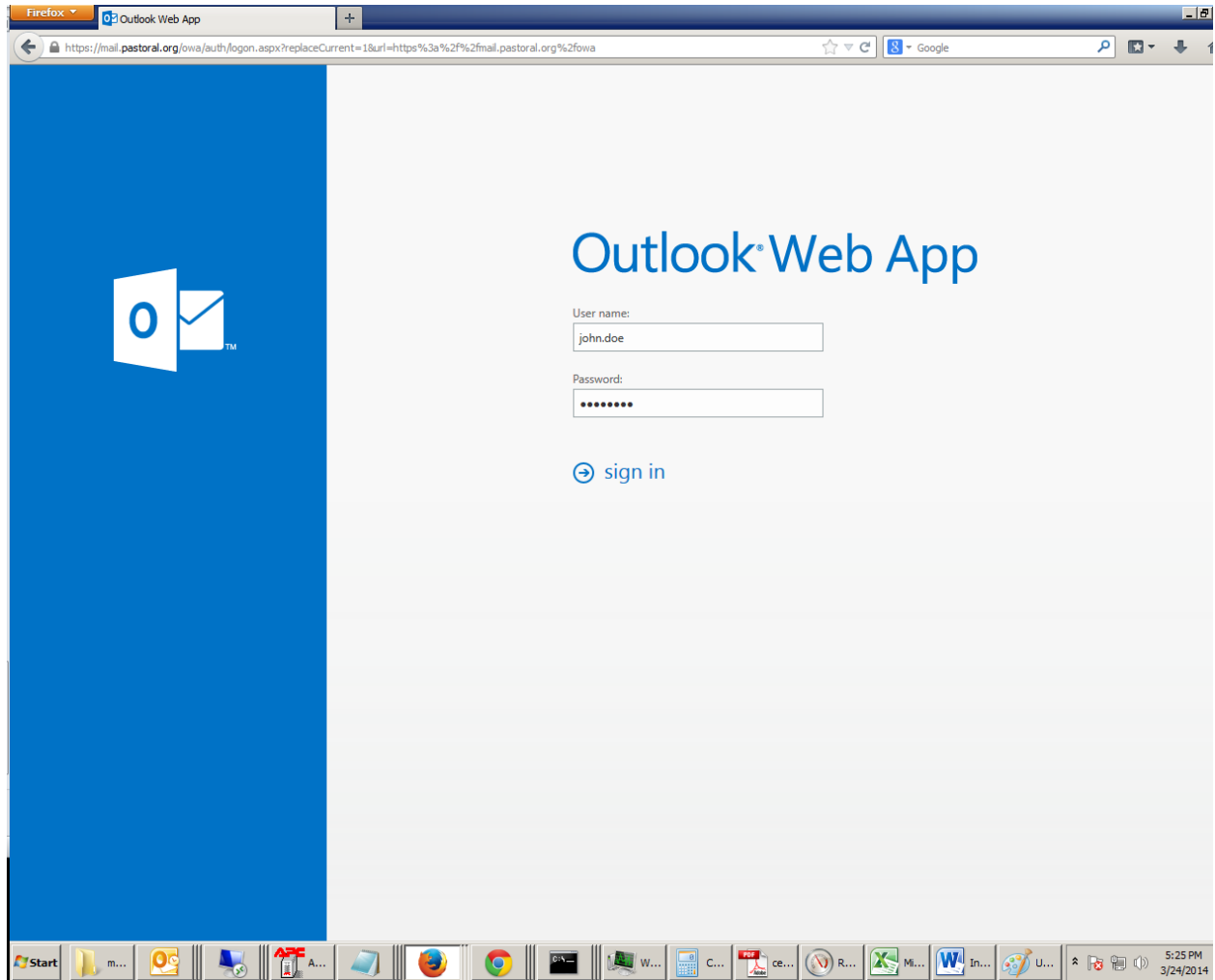
Click “submit”.



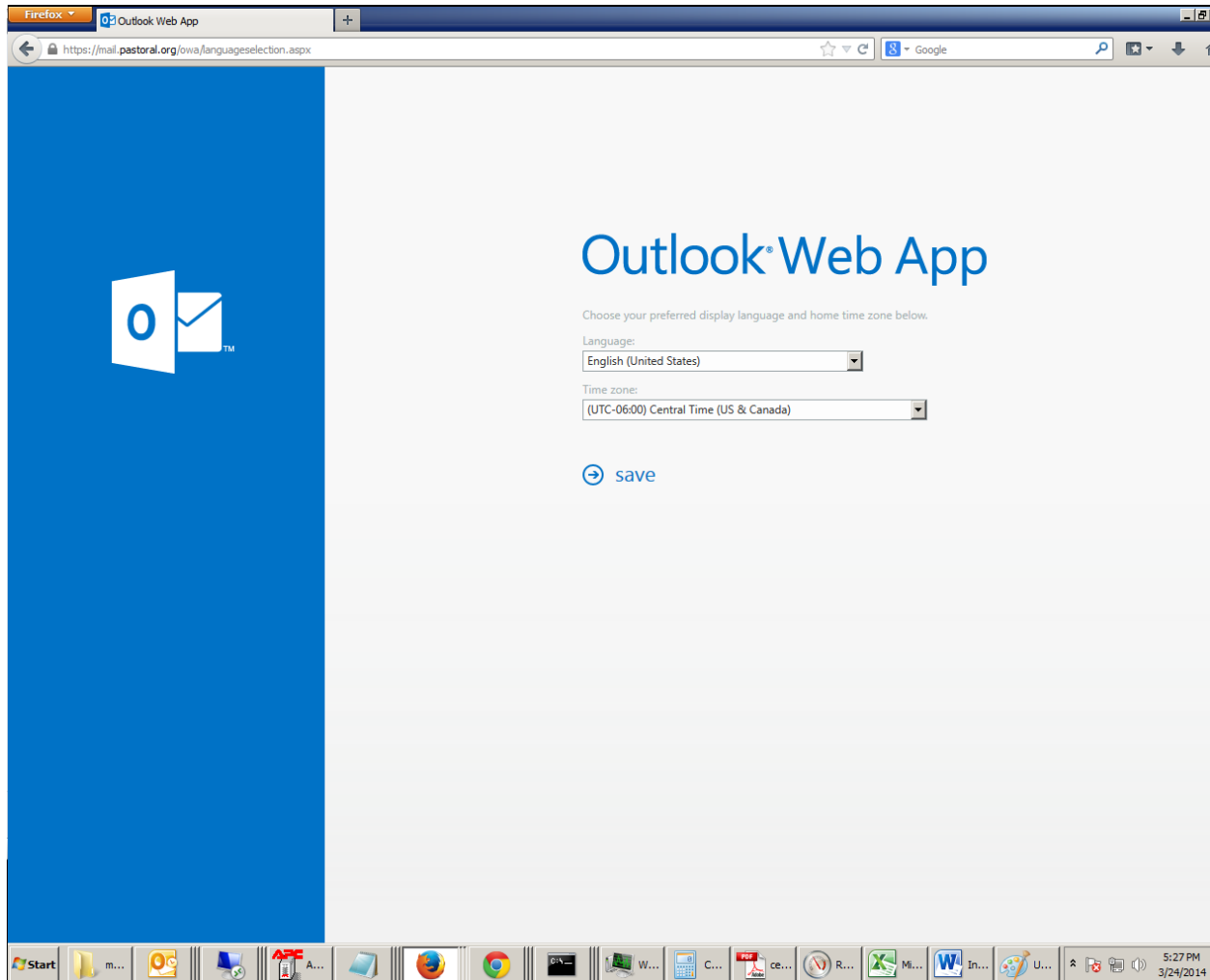
6. Once your password has been changed you will see a confirmation and then the server will require you to log in with your new password. Click OK.



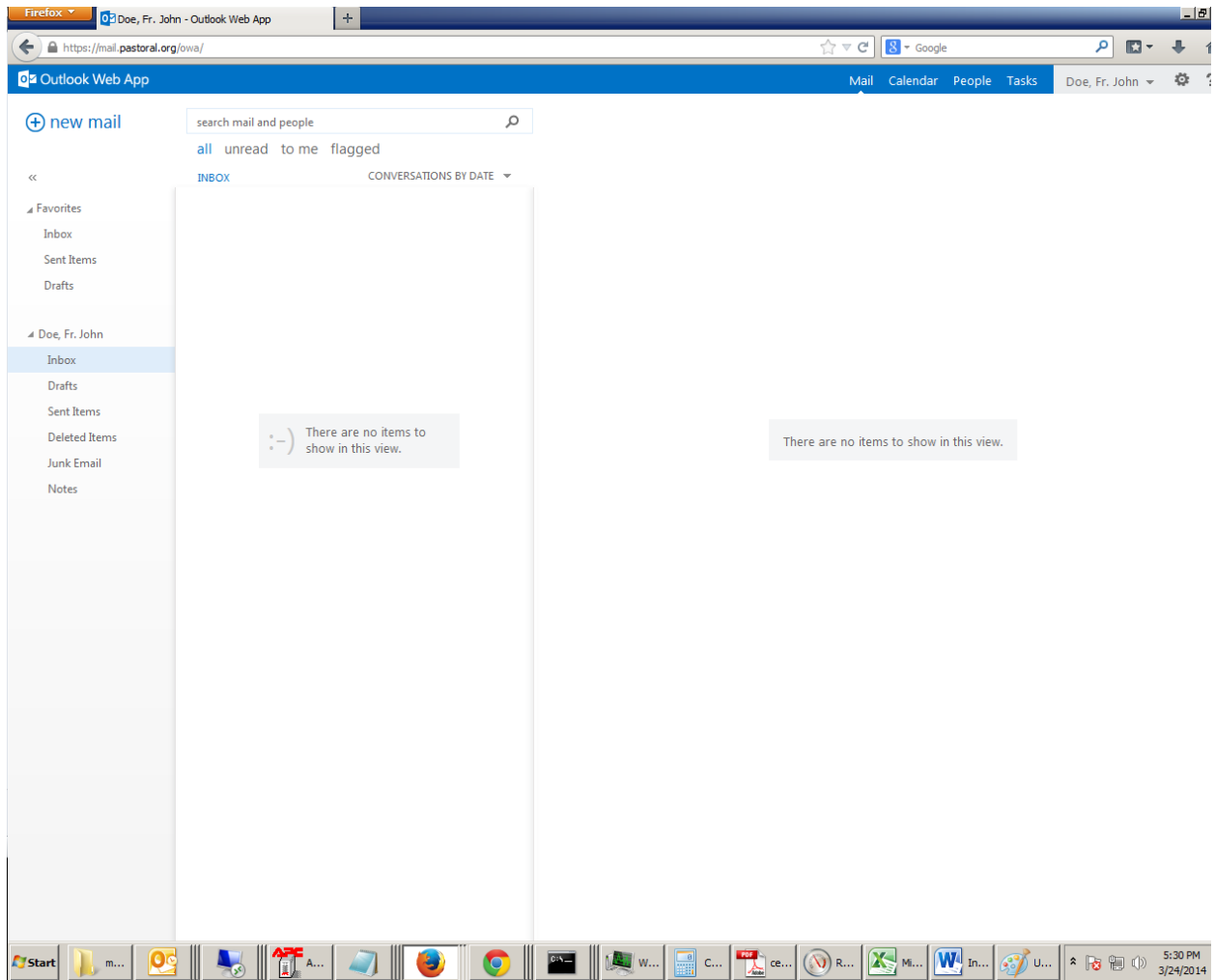
7. Enter your username and new password then click “sign in”



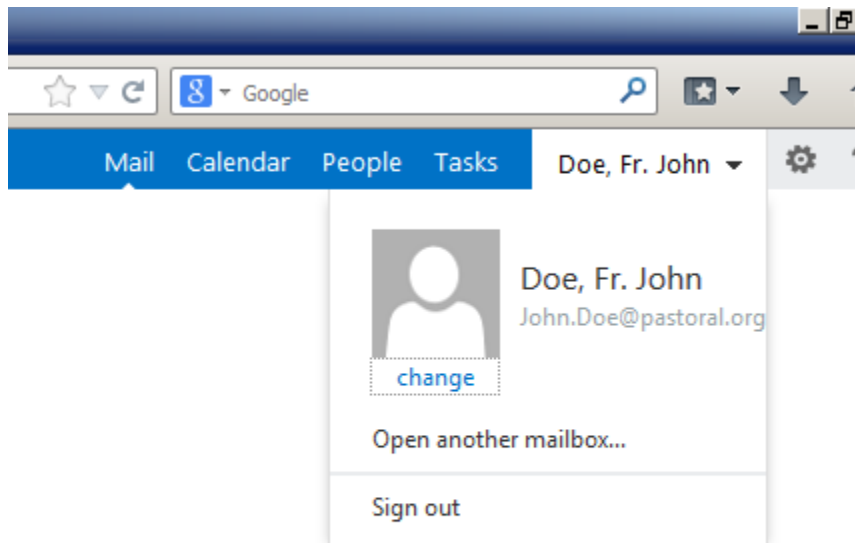
8. You now just need to set your language and time zone. Choose your language preference and then for most people the time zone can simply be left at UTC-6:00 Central Time (US & Canada). If you live in a different time zone change this to your time zone. Click “save”



9. This will bring you to a web page where you can see your e-mail.



10. When done, click on your name in the upper right hand corner of the web page and choose “Sign out”. THIS IS IMPORTANT so that no one else can access your e-mail.



11. This will bring you back to the main login page confirming that you have logged out.

