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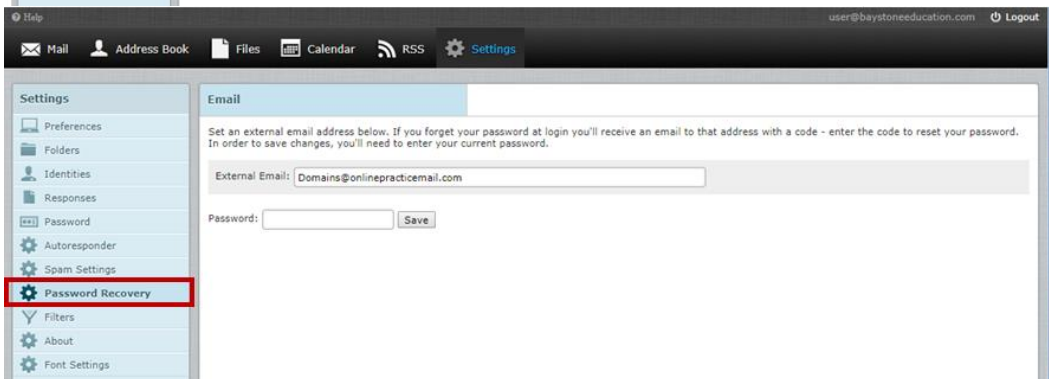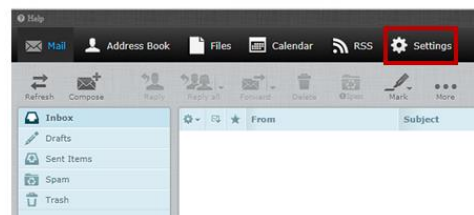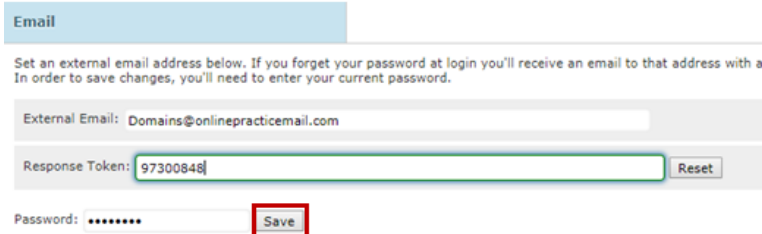## Email Password Reset Set-up Guide

This is a visual guide to help you set-up your password recovery email for webmail.yourwebsitemail.com. Use the screen below to help you navigate the set-up guide more effectively.

1. Login at webmail.yourwebsitemail.com
2. When you login you want to click the "Settings" option. Underneath settings you select "Password Recovery".
3. In the "External Email" box please enter an email you can access to reset your password.
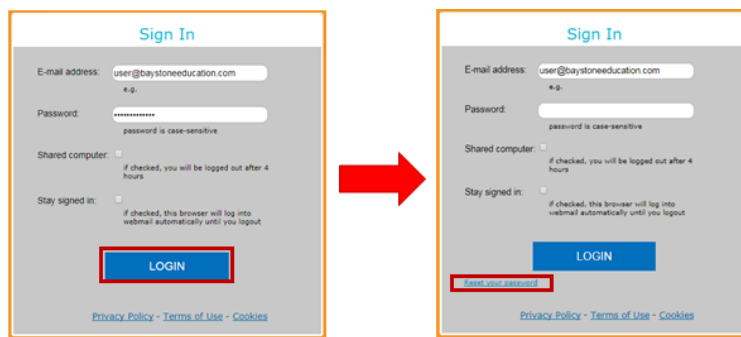4. Once the email is entered in the "Password" Box please enter your most current password and select "Save".

5. Once you hit "Save" you will then receive a "Recovery Token" at the email you specified.
6. Enter your "Recovery Token" and select "Save". The set-up is complete.

Note: You will not see the "Reset You Password" on the login screen unless you have an unsuccessful login attempt.

If you should have any questions, please feel free to call us at (888) 932-5560.