

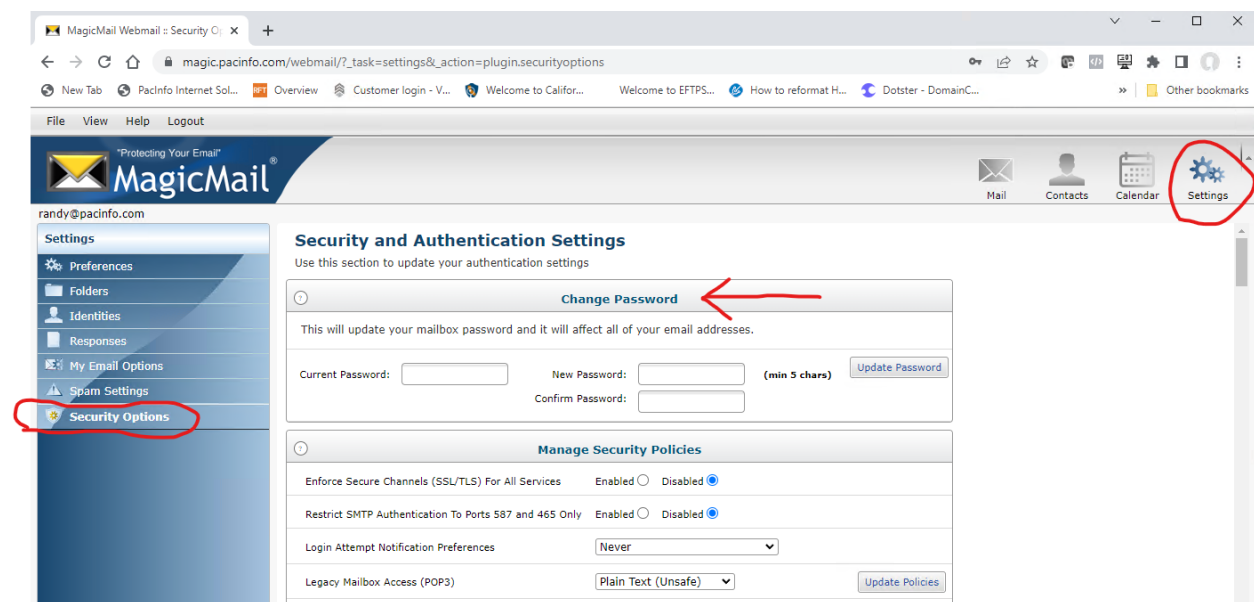
How to change your email password.

To change your own password, you need to know your current password, in order to login to the webmail and change it. If you don't know your current password, you would need to call us at 541-344-5006 and have a technician update it for you.

Once you change your password on the server, you will also need to enter the new password on all your email clients, like Outlook, Mozilla Thunderbird, or Apple Mail. Often the next time they check, they will get a password failure and just ask you for the correct password. Otherwise, you will need to enter the email program settings and update it there.

This is how you can change it yourself.

1. Login to webmail at <https://magic.pacinfo.com/webmail/>
2. Click on "Settings" in the upper right corner.
3. Click on "Security Options" on the left side menu.
4. Enter your current password, and then your new password twice, and click "update password" button.



To make your connections more secure, you can check the boxes below to enforce secure channels and restrict SMTP Authentication.

You can get notifications if logins are attempted from unknown devices. It sounds like a good idea, but may generate more email notifications than you want.