

## INSTRUCTIONS FOR USING WEBMAIL TO CHANGE PASSWORDS

1. Open your Internet Browser (i.e. Internet Explorer)
2. For the address, type <http://mail.igdsolutions.com>
3. Type in your email address ([name@yourdomain.com](mailto:name@yourdomain.com))
4. Type in 1234 for password
5. Click Logon
6. Click on the drop down bar (currently says Personal Account Options), then select Change Password)
7. Type in old password (1234)
8. Type in the password you want
9. Retype in the password you want
10. Click Save
11. Click Menu
12. Click Logout
13. Close your Internet Browser