## 2013

**Nex Venture** 

**Nex Venture Techsupport** 

## **POSTMASTER GUIDE**

## **RESET PASSWORD**

## [DOCUMENTATION]

This is a setup guide based on general practice, for special customization; please contact us for further information.



1. Open a web browser (e.g. Mozilla Firefox, Google Chrome, Internet Explorer, etc).



- 2. Key in the URL of your company's mail server as provided my Nex-Venture. (e.g. mail.mydomain.com)
- 3. Login with the postmaster account (e.g. postmaster@mydomain.com).





4. After logging in, click on '**Settings**' found on the left column.



Firefox  Users - mydomain.com - SmarterMail +		
SmarterMail Professional 7.1		
Settings New V	User 7 New Edit Delete Reindex	
→ - Form       My Settings         → Form       Account Settings         → Form       Auto-Responder         → Form       Signatures         → Filtering       Filtering	Username •	Display Name demo
	Image: second	group postmaster
Domain Settings	🗑 🚨 user 6	user
Clinication Profiles      Clinication Profiles      Clinication Profiles      Clinication Profiles		

- 5. Go to **Domain Settings** > **Users**.
- 6. Select the **<User>** account.
- 7. Click 'Edit'.





- 8. Fill in the respective fields accordingly
   Password\* : P@ssw6rd
   Confirm Password\* : P@ssw6rd
   \*Complex password consisting of small and capital letters, numbers and special characters.
- 9. Click on 'Save' and you are done.

