2013

Nex Venture

Nex Venture Techsupport

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POSTMASTER GUIDE

RESET PASSWORD

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[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).
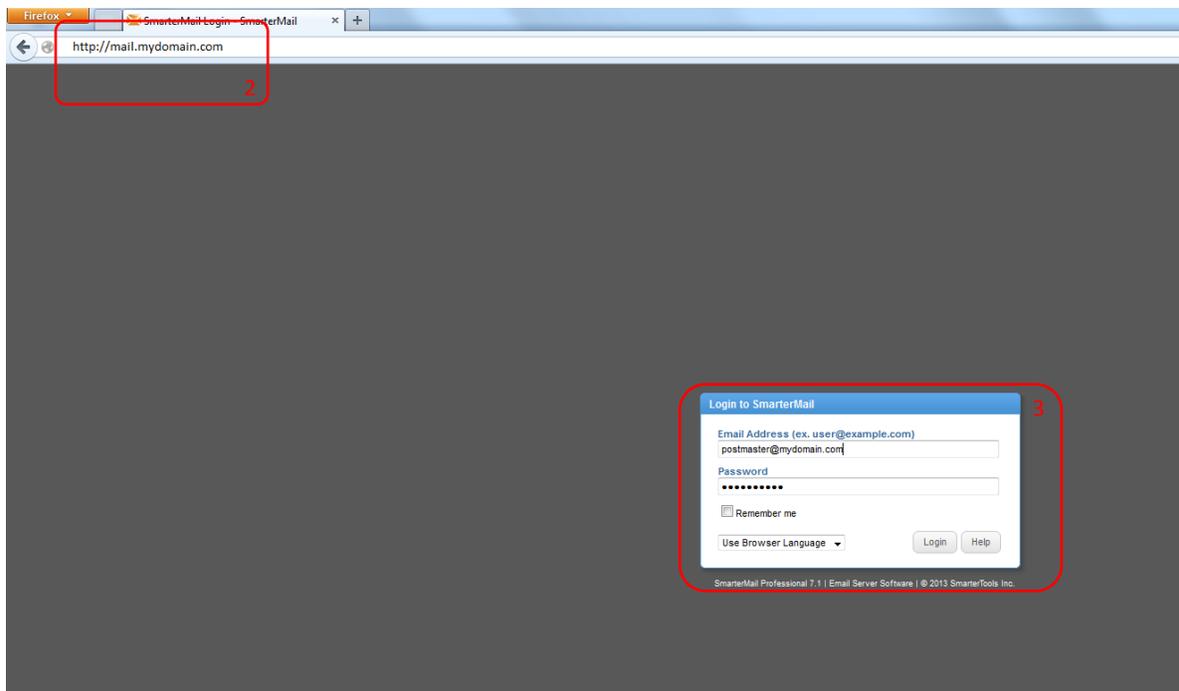
2. Key in the URL of your company's mail server as provided my Nex-Venture.
   (e.g. mail.mydomain.com)

3. Login with the postmaster account (e.g. postmaster@mydomain.com).
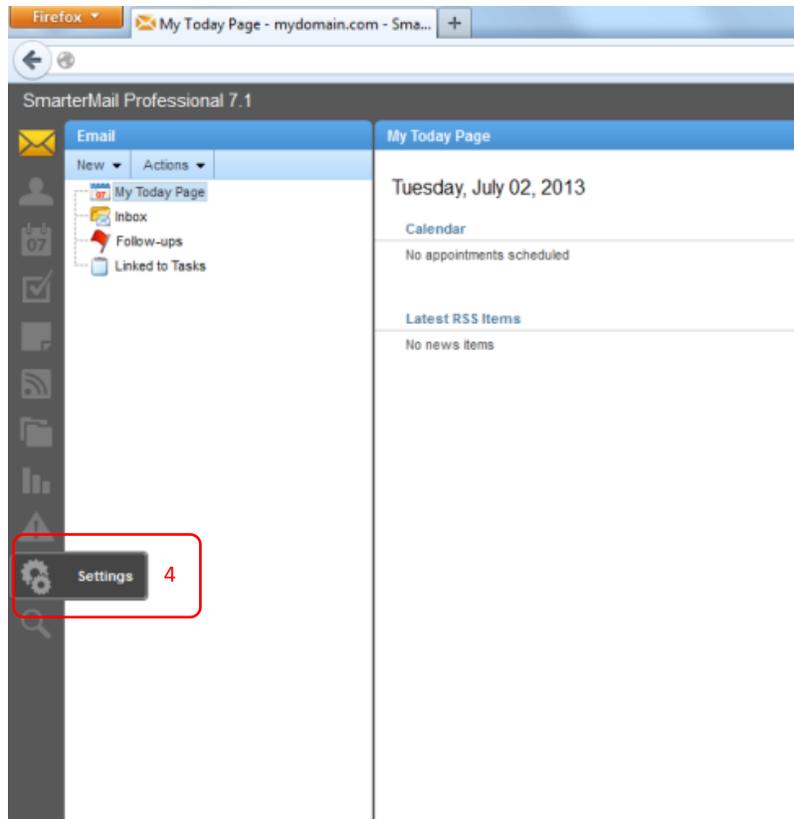
4. After logging in, click on '**Settings**' found on the left column.
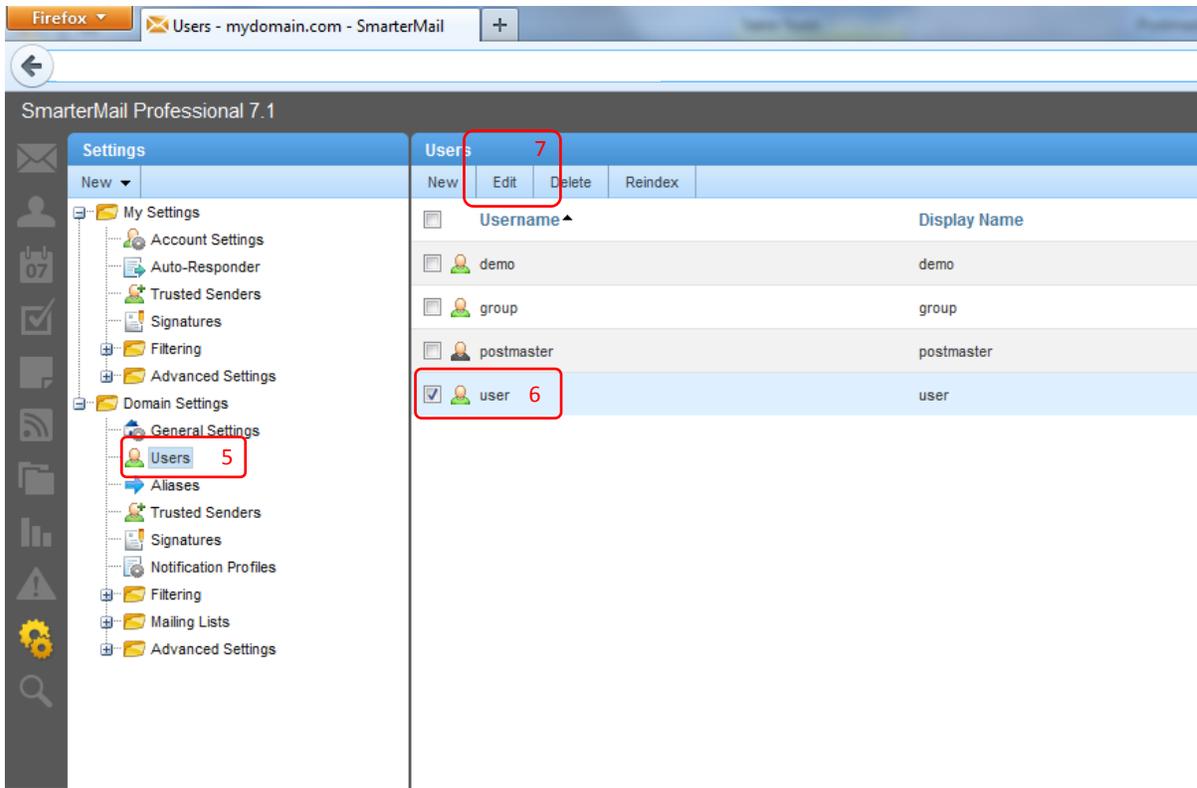
5. Go to **Domain Settings** > **Users**.
6. Select the <**User**> account.
7. Click '**Edit**'.
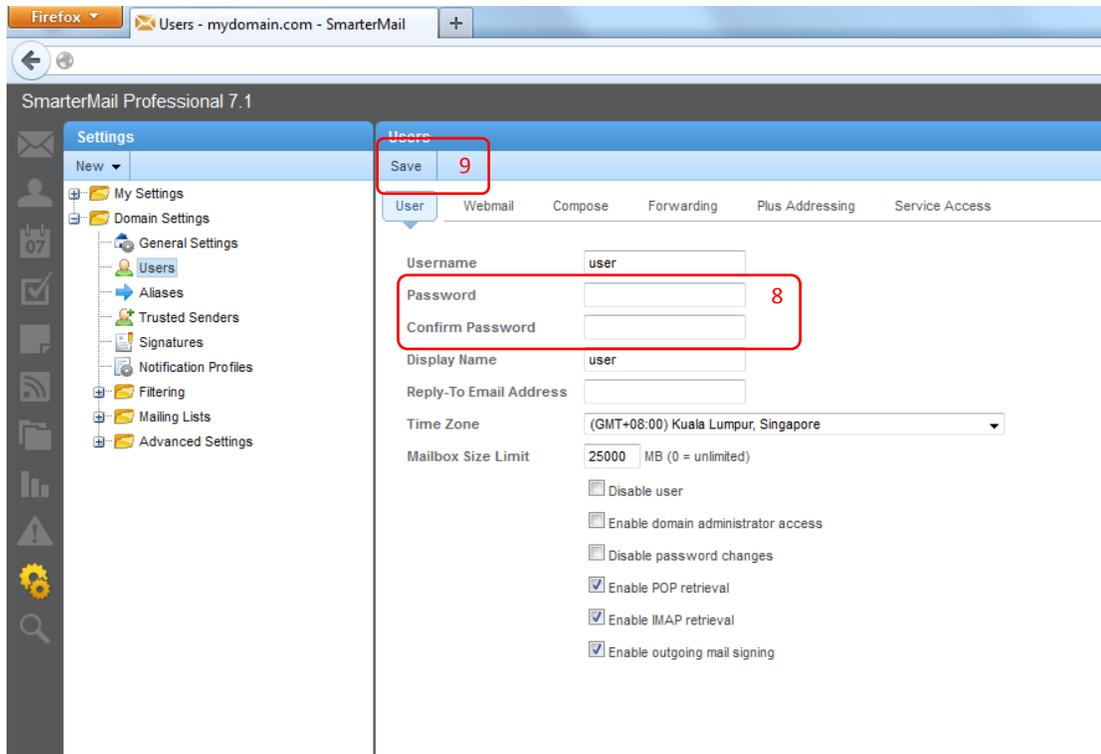
8. Fill in the respective fields accordingly

    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.