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August 1, 2007

Email Basics: Changing your password

Now you can change your email password using any web browser, no matter where you are located. From your web browser, go to:

<http://www.wheelerdm.com/users>

You will be prompted with the following screen where You will be prompted to enter a username and password:

VDS MANAGER LOGIN

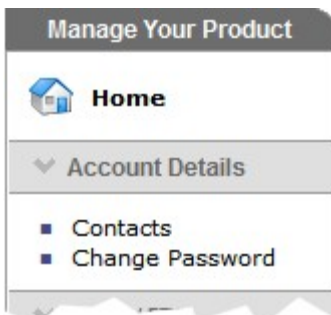
User Name:

Password:



This is the username and password that you were provided for the mail account you want to check; for example, the username for the email address yourname@yoursitedomain.com, you don't have to put in the "@yoursitedomain.com" just your account name.

Click **Login**



The Email Control Panel has multiple links on the left side of the screen:

- ★ Select **Change Password** – This enables you to edit your password. When you select this option, you will be brought to a screen to type your new password and then type it again for verification.

Please Note: Password should be 6 - 8 characters long. Only printable ASCII characters of the English alphabet are valid. Refer to help files for complete list of valid characters.

If you have any other questions, you may call 407-370-0875 for assistance (Wheeler Design & Multimedia, LLC) and if this is after hours, someone will return your call the next business day.