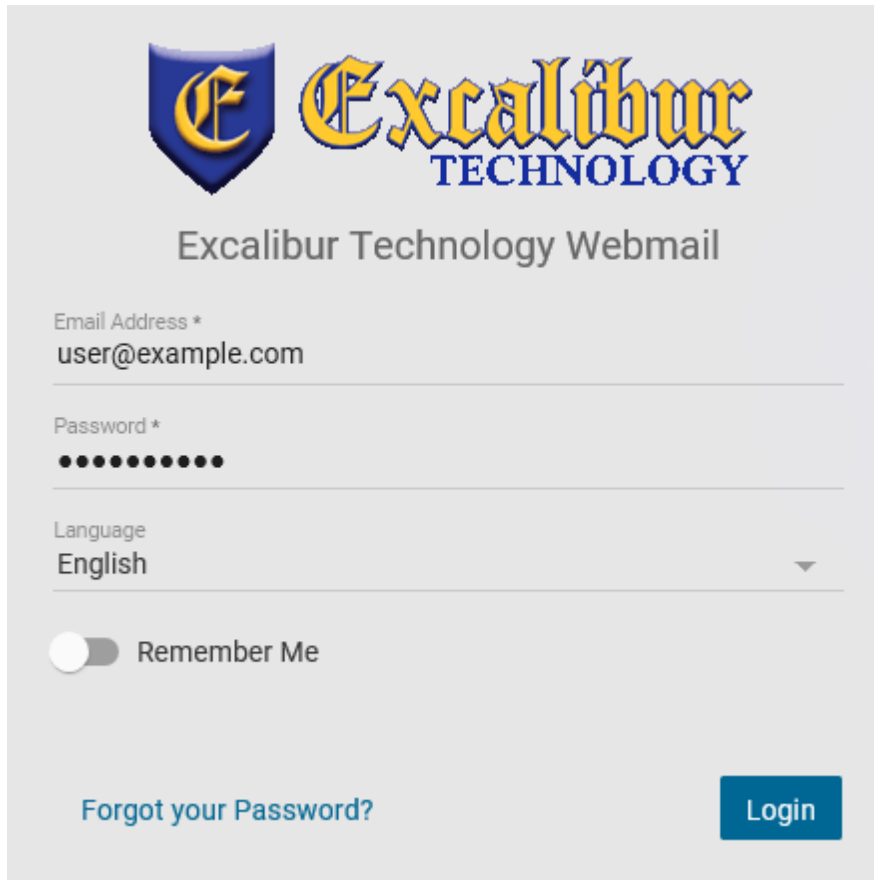



SmarterMail Password Reset Instructions

Open any web browser and type the following line into the address bar:
http://webmail.example.com where example.com is your unique domain name such as excaltech.com. Make sure that you do not type www when you enter the address as this will cause an invalid URL error. When you successfully type the URL, you will see the login screen, similar to below.




Excalibur
TECHNOLOGY

Excalibur Technology Webmail

Email Address *
user@example.com

Password *
●●●●●●●●

Language
English

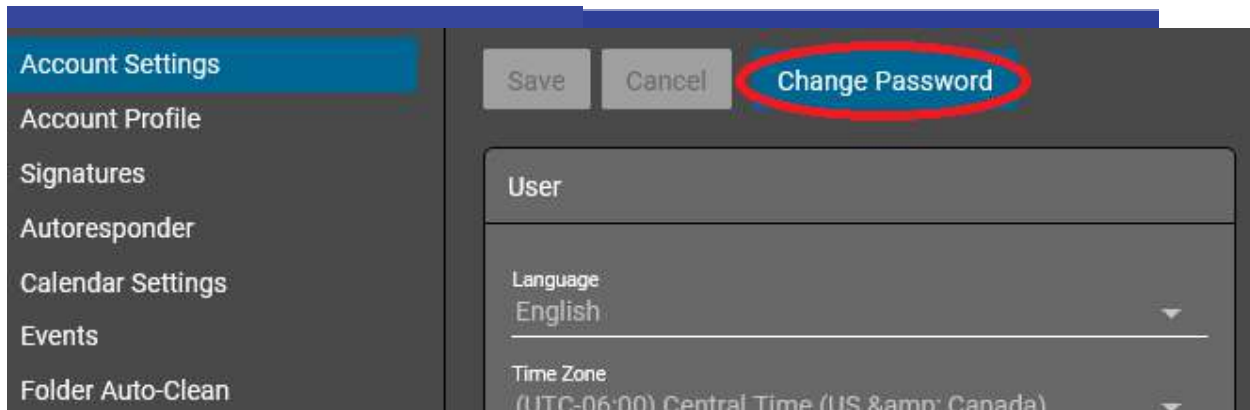
Remember Me

[Forgot your Password?](#)

In the Email Address box, enter your e-mail address. For example, if it is user@example.com, you would enter user@example.com. In the Password box, enter your mailbox password. If you do not have either of these pieces of information, please see your company e-mail administrator or call ExcalTech for additional help. Once your information is entered, click the Login button to continue.

Select the tools icon(), then select settings.

Click Account settings and select change password



Enter requested passwords in the spaces provided.



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Password ?

Old Password *

This field is required.

New Password *

Confirm Password *

Your password must meet the following guidelines:

- Contain one UPPERCASE letter
- Contain one lowercase letter
- Does not match your username
- Contain any number 0 through 9
- Contain any special character such as #, @, & etc., etc.
- Is at least 5 characters long