

Password Change Instructions (Translated and Elaborated)

1. Access the Control Panel

Open this link in your browser:

<https://secure.sakura.ad.jp/rs/cp/>

2. Log In

Use these credentials:

- Email address: you@metro-myanmar.com
- Password: Your current password

3. Navigate to Password Settings

At the top-right menu, select “Password Change”.

Then go to: Menu → Mail → Mail Address

Inside the Mail Address page, choose: Settings → Password Settings

4. Enter Your New Password

You must enter the current password and then set a new one.

Password rules:

- Use at least two types from: uppercase letters, lowercase letters, numbers, symbols
- Minimum 8 characters
- Use a string that is hard for others to guess
- Do not use names, birthdays, company names, or easy words
- Avoid real dictionary words
- Do not reuse the same password on multiple systems

Click “Change” to submit.

5. Completion

A confirmation message will appear.

After that, log in again with your new password.

Important Notes After Changing Your Password

- If you have already set this email in apps like Thunderbird, Outlook, Gmail, or a phone app, update the new password there.
- If you forget the password, contact the administrator to reset it.