Procedure for Changing Password

Log into the Email Account:

Open the email client or web browser and navigate to the email login page.

Enter the current email address and password.

Access Account Settings:

Locate the account settings or profile section, usually found in the upper right corner of the interface.

Select Password Change Option:

Find the option labeled "Change Password" or "Security Settings."

Enter Current and New Password:

Input the current password.

Enter the new password twice to confirm it.

Save Changes:

Click on the "Save" or "Update" button to apply the changes.

Log Out and Test New Password:

Log out of the email account and attempt to log back in using the new password to ensure it has been successfully updated.

Conclusion

Changing the email password is a vital step in safeguarding personal and organizational information. It is recommended that this change be implemented at the earliest convenience to enhance security measure.