

How To Reset Webmail Password

Dear staff and students

In a week, one of the biggest requests we get on <https://support.mak.ac.ug> is either "**I have forgotten my password**" or "**I need my password to be reset**". Here is a simple guideline on how to reset your password.

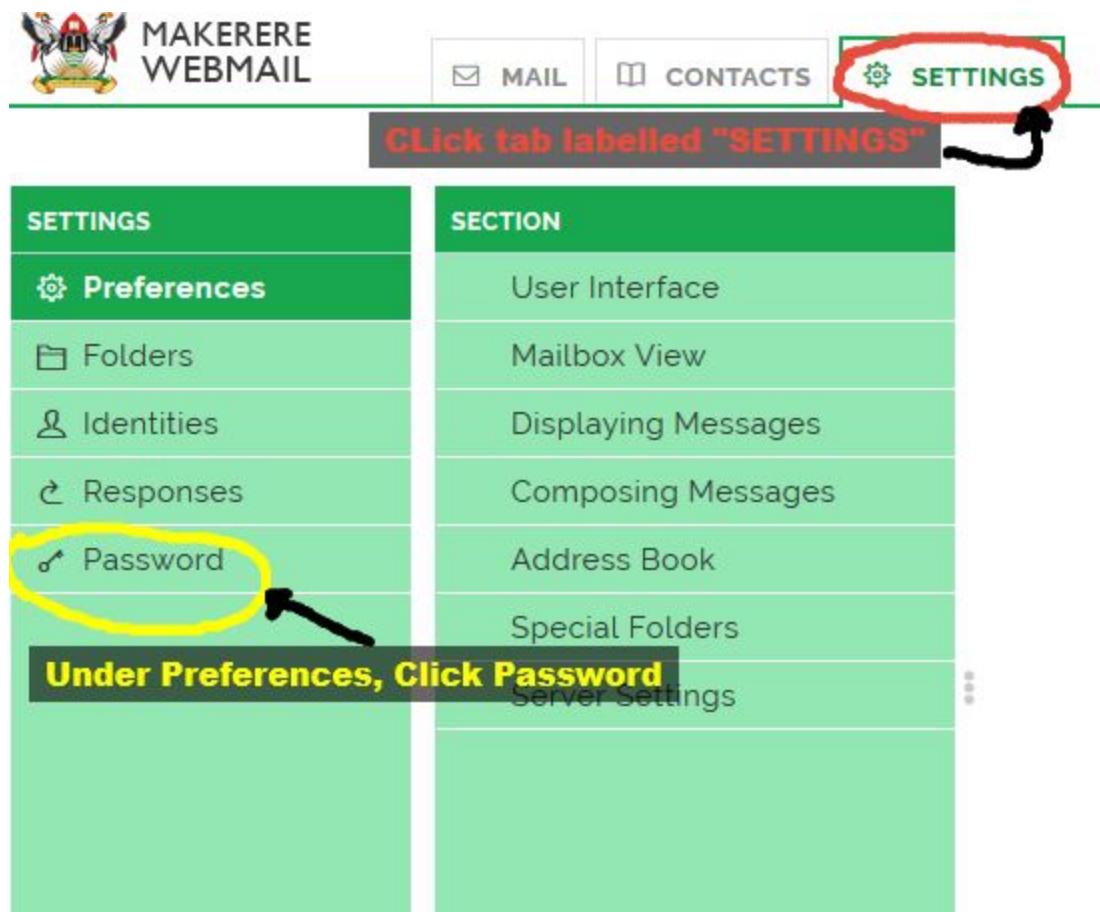
Step 1

Log into webmail by accessing the link <https://webmail.mak.ac.ug>

Step 2

1. Click the Tab for labeled "SETTINGS" as shown in the diagram
2. Click Password

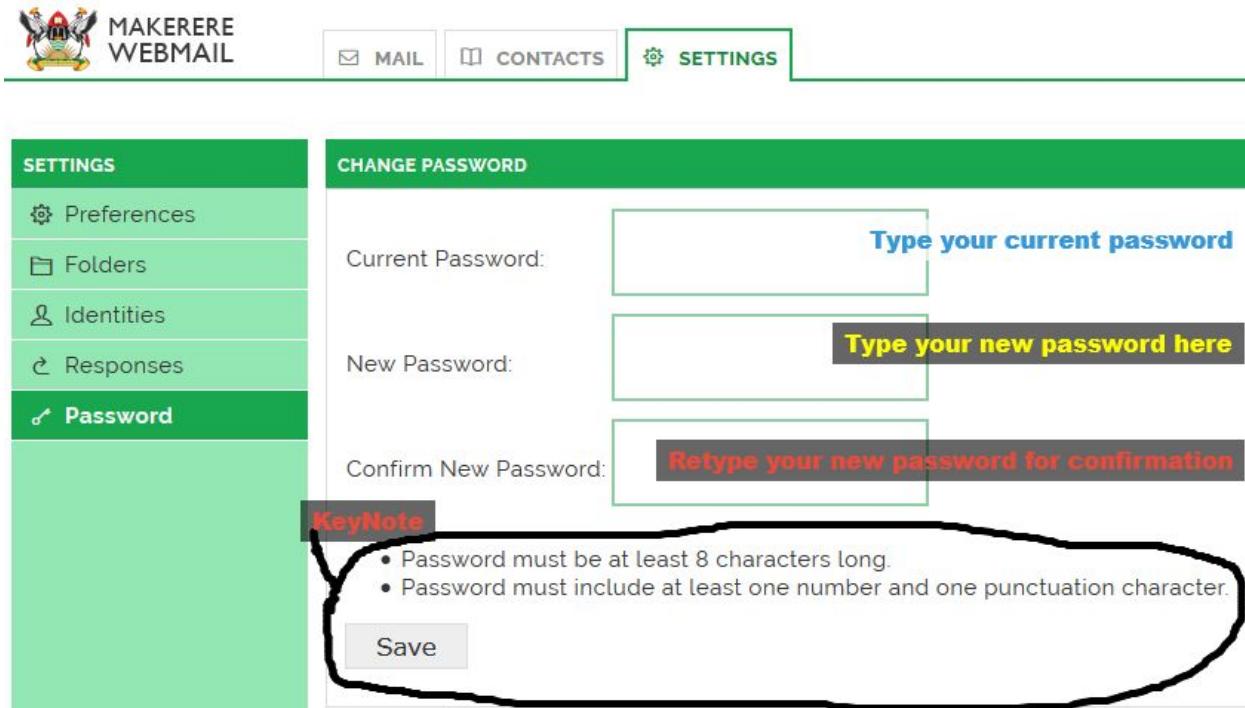
Sig fig for an illustration



Step 3

After Clicking Password, it will bring up an option for you to input your "***current password***" thereafter put in the new password and retype for confirmation and then save.

It is important to note that your 1. Password must be atleast 8 characters long and 2. It must include an alphanumeric character. See fig 2 for an illustration



The screenshot shows the 'CHANGE PASSWORD' section of the Makerere Webmail settings. On the left sidebar, under the 'SETTINGS' tab, the 'Password' option is selected. The main area contains three input fields: 'Current Password' (highlighted in blue), 'New Password' (highlighted in yellow), and 'Confirm New Password' (highlighted in red). Below these fields is a 'KeyNote' box containing two bullet points: '• Password must be at least 8 characters long.' and '• Password must include at least one number and one punctuation character.' A 'Save' button is located at the bottom of the form. A large black oval highlights the 'KeyNote' box and the 'Save' button.

MAKERERE WEBMAIL

MAIL CONTACTS SETTINGS

SETTINGS

Preferences

Folders

Identities

Responses

>Password

CHANGE PASSWORD

Current Password: **Type your current password**

New Password: **Type your new password here**

Confirm New Password: **Retype your new password for confirmation**

KeyNote

- Password must be at least 8 characters long.
- Password must include at least one number and one punctuation character.

Save