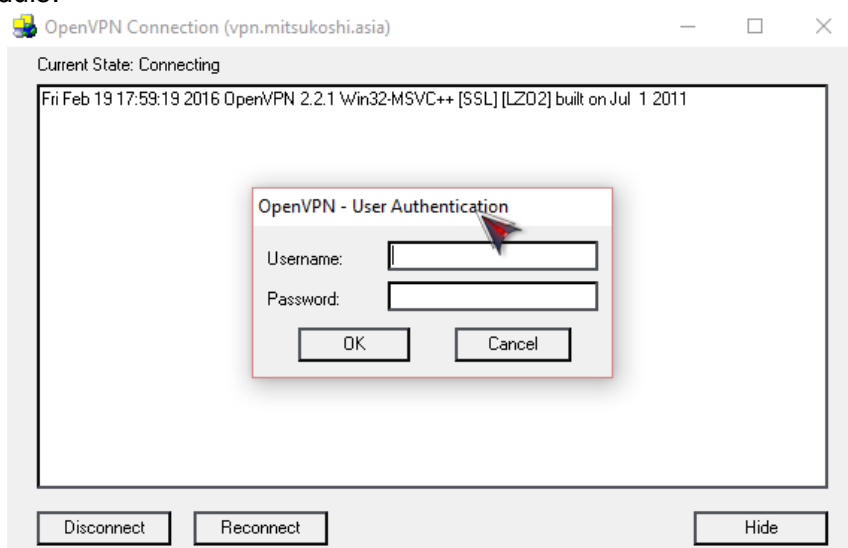| MITSUKOSHI MOTORS PHILIPPINES, INC.			
POLICY AND PROCEDURE			
POLICY TITLE :	MMPI WEBMAIL CHANGE PASSWORD PROCESS	Ref. No.	
DEPARTMENT :	IT DEPARTMENT	ITD-16-02-0001	
TO :	ALL BRANCH EMPLOYEES		

OBJECTIVE
1. To guide all active personnel, officers and staffs from the Branches in changing their MMPI Webmail Account Password.
2. To provide MMPI Webmail Users a precautionary measure to protect, defend and secure their emails, contacts and also important messages.

POLICIES
1. In imparting the New MMPI Webmail Service to our users, it is their duty to preserve Email Identifications while in their care.
2. All usage, customization or management to the Email Accounts will be credible to the person it belongs to. Any outflow, leakage or data discharge from one's account will be subject for disciplinary actions as stated in the New MMPI Code of Discipline.
3. Upon deploying the new MMPI Webmail Zimbra, it is every user's obligation to change their passwords.

PROCEDURE

1. Open the Branch Monitoring System (BMS)
    1.1.   Connect to Open VPN as this will allow you to access the change password module.

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1.2.   Log on to Open VPN Account

1.3.   Double click the snowflake icon and see log in as per below
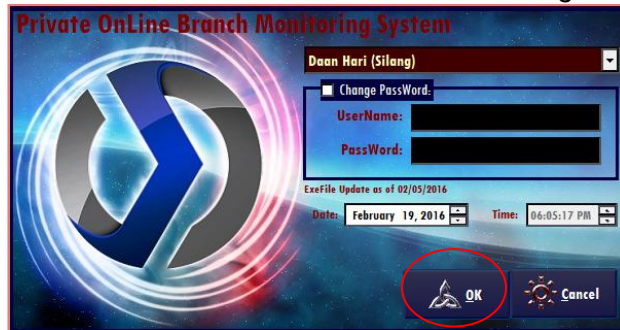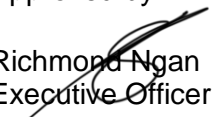

1.4.   Then Branch Monitoring System will open.
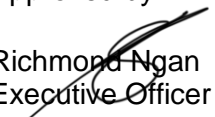

2.   Accessing the MMPI Webmail Change Password

2.1.   Click "About" from the Branch Monitoring System

2.2. Click "Go to System Links for URL"

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2.3.   Go focus on "URL Description" to select a link.

2.4.   Select "WebMail Change Password" for the drop down menu
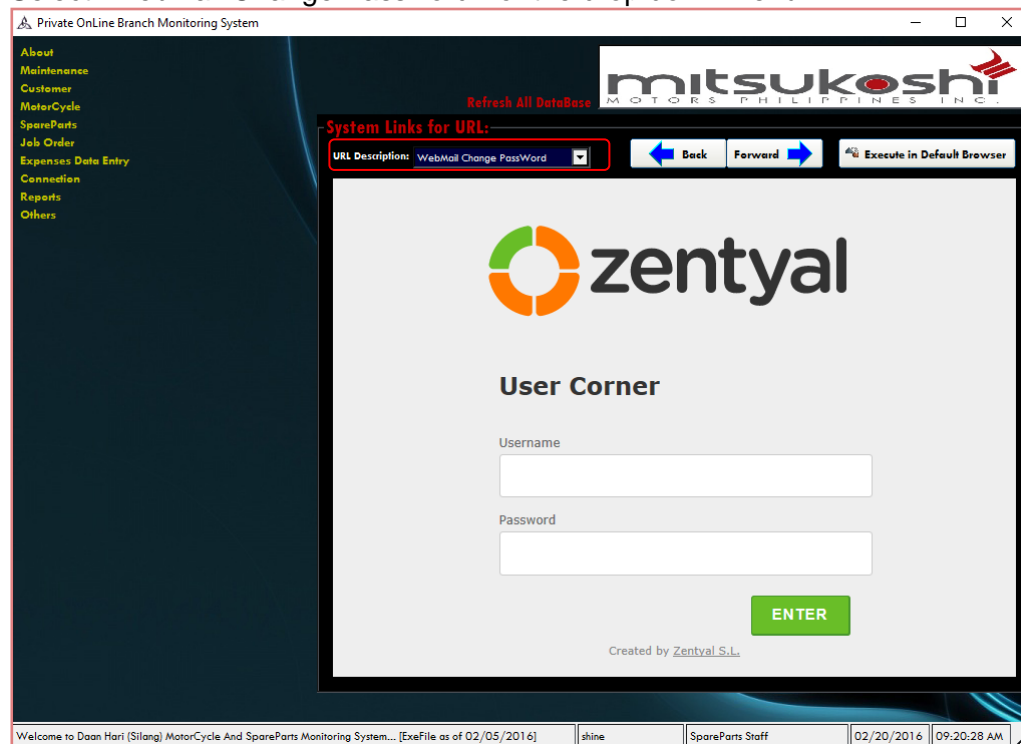
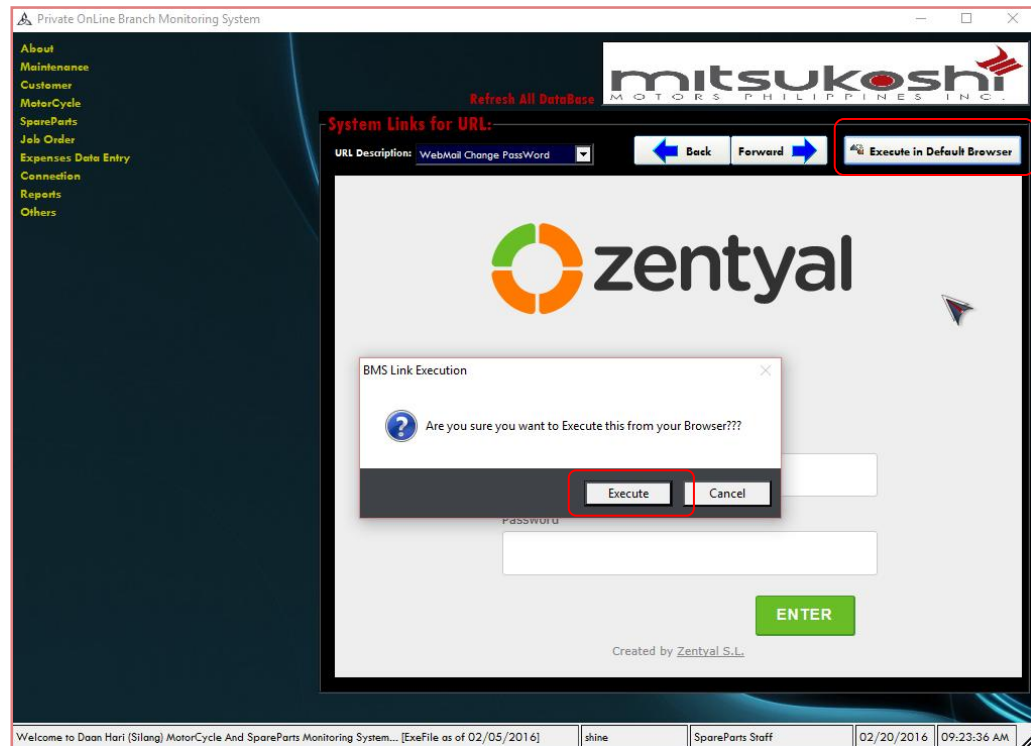

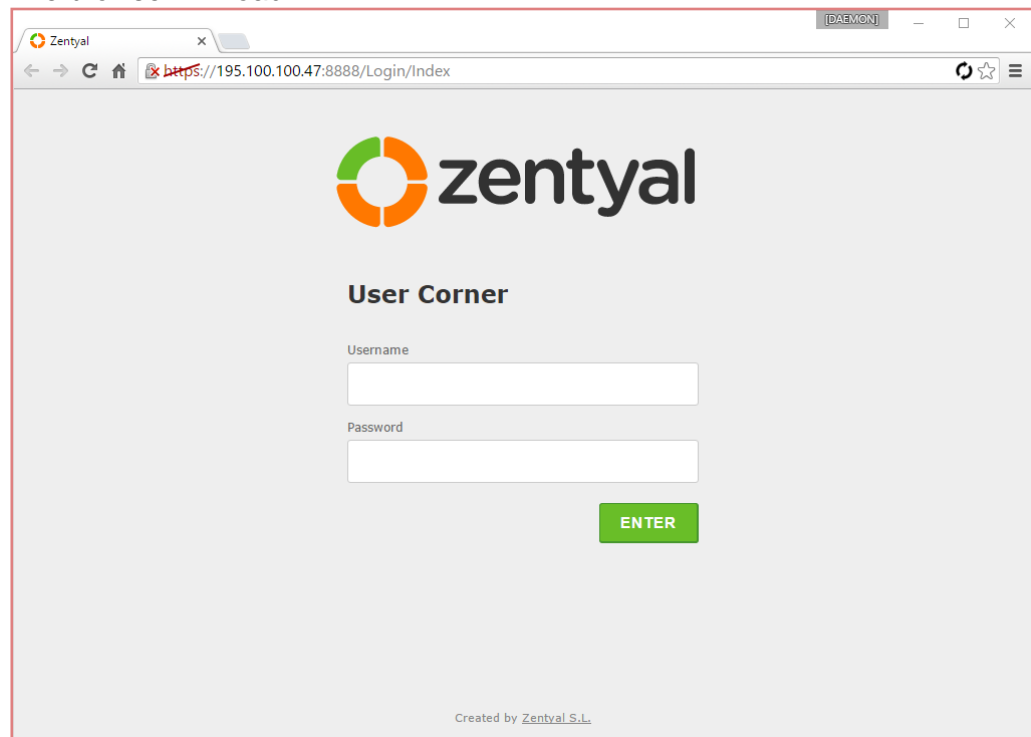| Prepared By: Benjamin Querimit	Approved by: Richmond Ngan Executive Officer	Effective February 2015	Page 4 of 2

2.5. Click "Execute in Default Browser" to view the link in default browser

2.6. The browser will load

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2.7.   Key-in the UserName and the Default Password which is "mmpi2016"

2.8.   The "Password Management" screen will load.

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2.9.   Key-in the New Password then Click "CHANGE"

2.10.   If successful, this message will prompt

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2.11.   After successful change of password, please click "Logout"
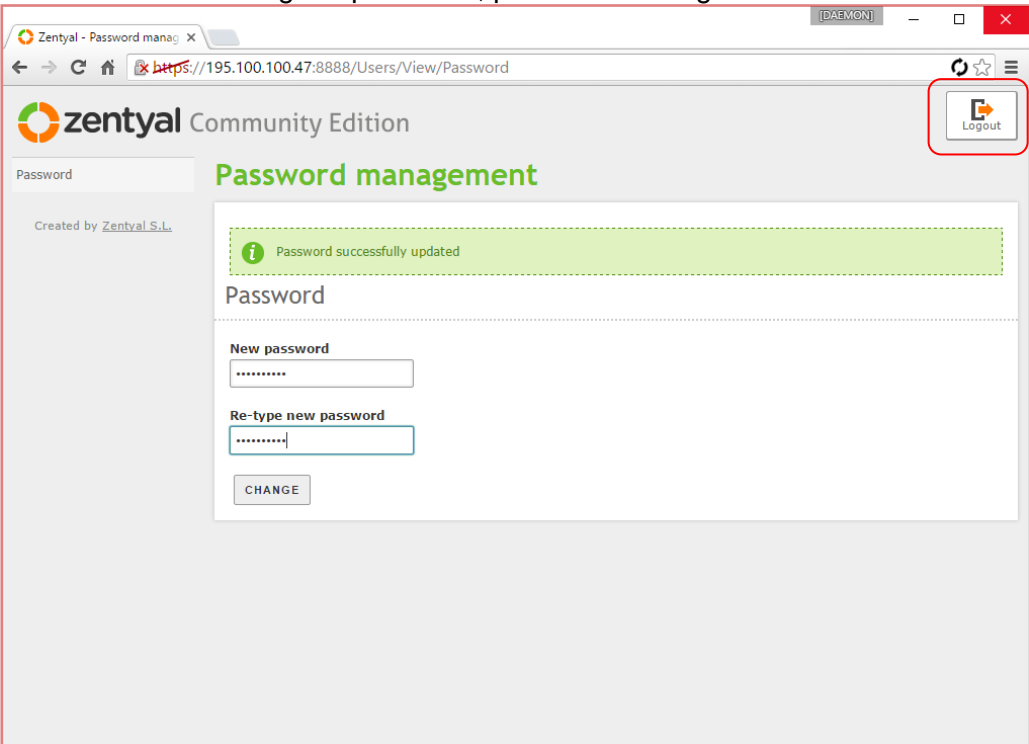
2.12.   Then try Log-in to MMPI Zimbra Webmail

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2.13. Successful Log-in
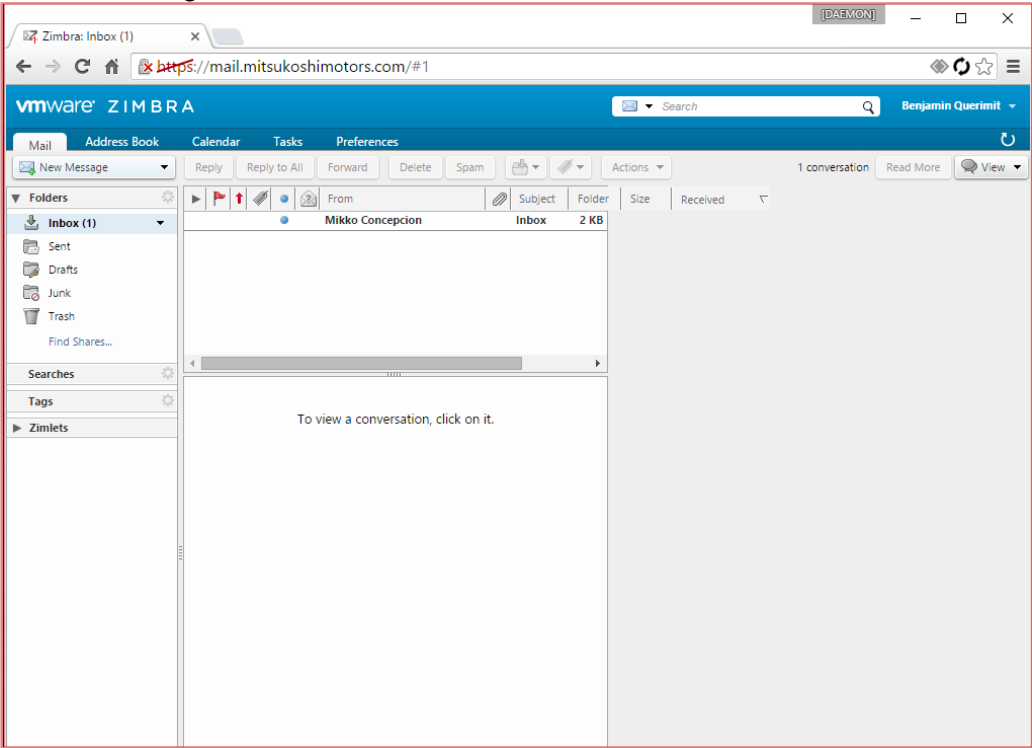
3. For other concerns regarding failure accessing the Change Password for Webmail, please coordinate immediately to IT Department.