

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

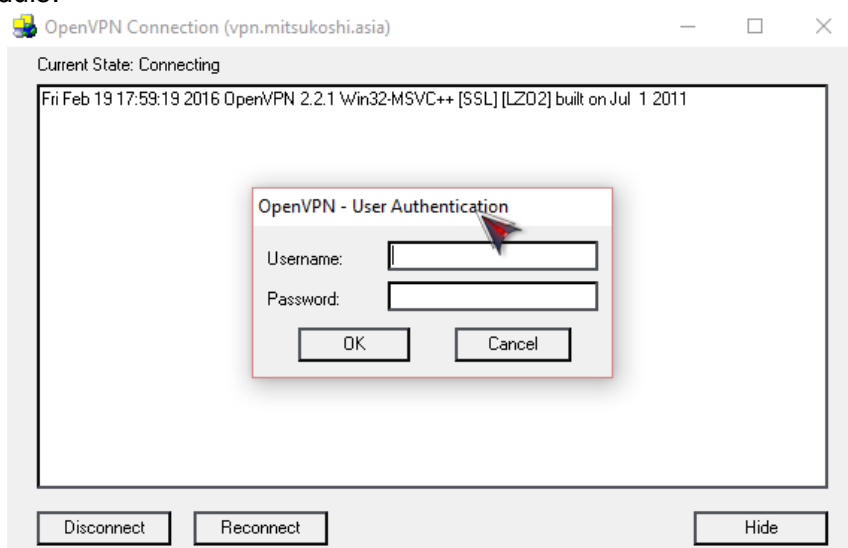
1. To guide all active personnel, officers and staffs from the Branches in changing their MMPI Webmail Account Password.
2. To provide MMPI Webmail Users a precautionary measure to protect, defend and secure their emails, contacts and also important messages.



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.

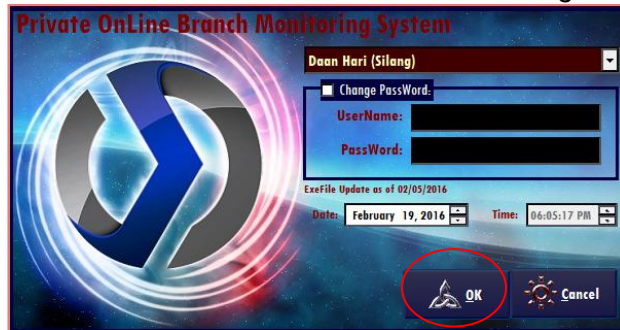
PROCEDURE

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


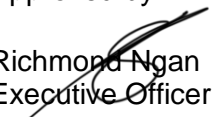


- 1.4. Then Branch Monitoring System will open.



2. Accessing the MMPI Webmail Change Password


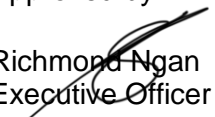
- 2.1. Click "About" from the Branch Monitoring System

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2.2. Click "Go to System Links for URL"

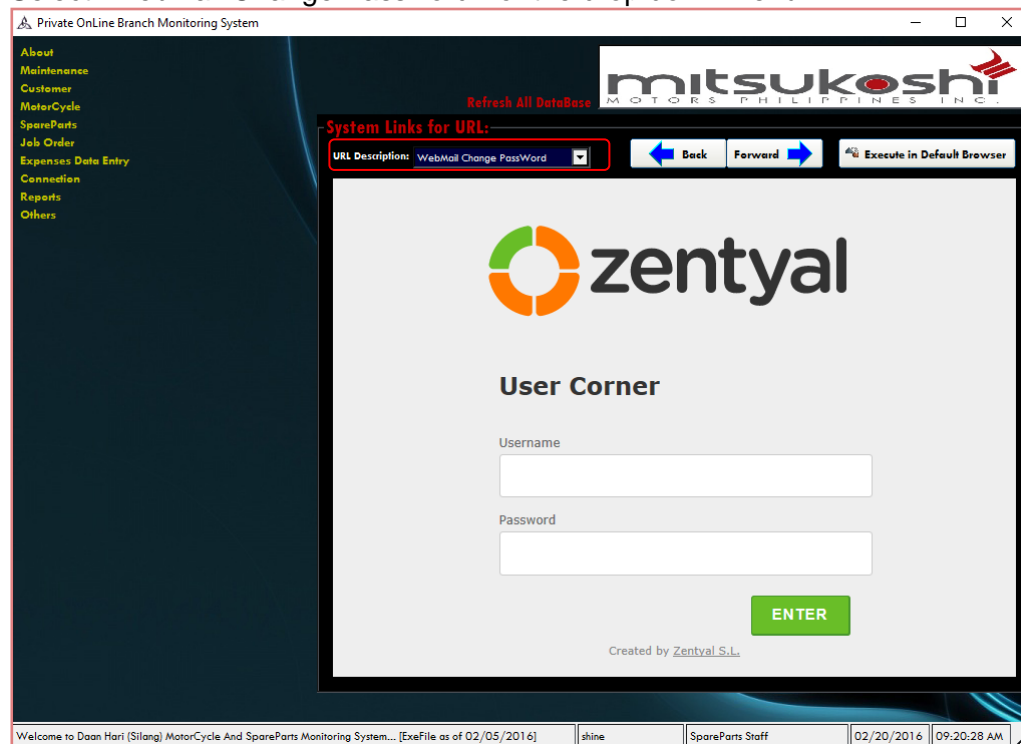


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2.3. Go focus on "URL Description" to select a link.



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



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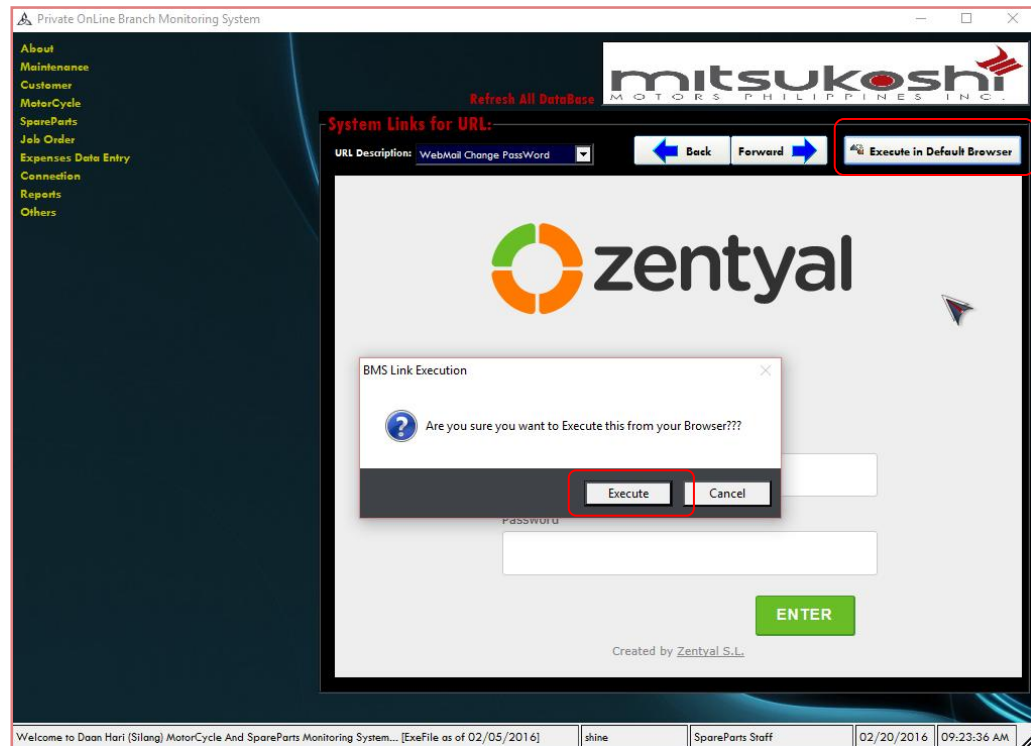
Richmond Ngan
Executive Officer

Effective

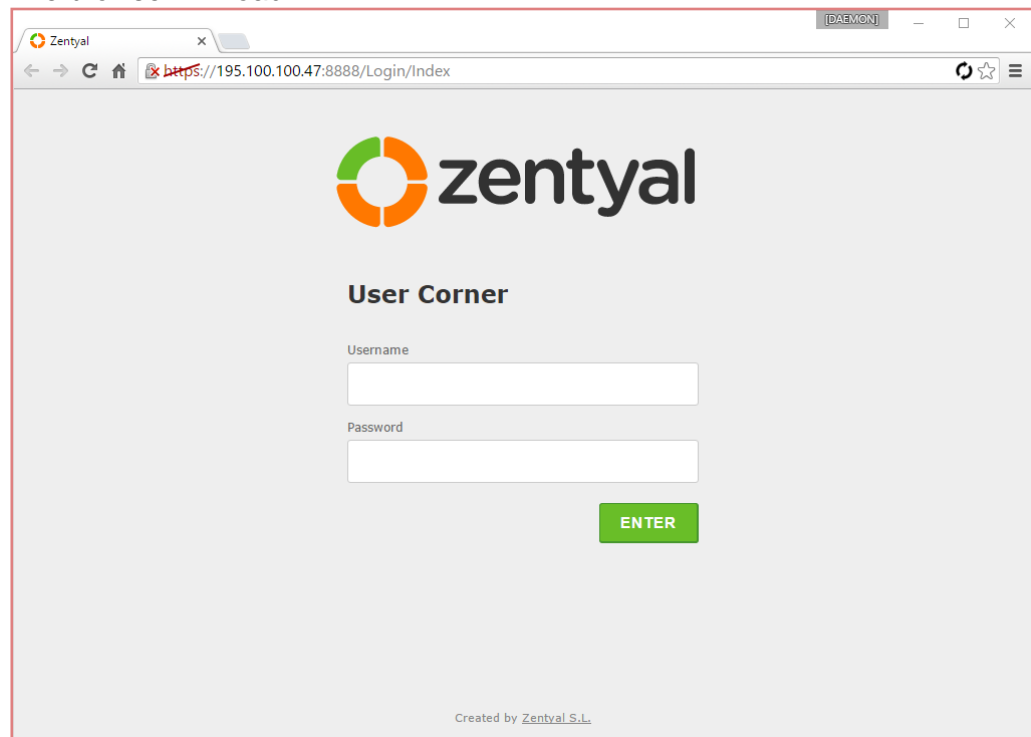
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2.5. Click "Execute in Default Browser" to view the link in default browser



2.6. The browser will load



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

Zentyal

https://195.100.100.47:8888/Login/Index

zentyal

User Corner

Username

benjamin.querimit

Password

ENTER

Created by Zentyal S.L.

2.8. The "Password Management" screen will load.

Zentyal - Password management

https://195.100.100.47:8888/Users/View/Password

zentyal Community Edition

Logout

Password

Created by Zentyal S.L.

Password management

Password

New password

Re-type new password

CHANGE

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

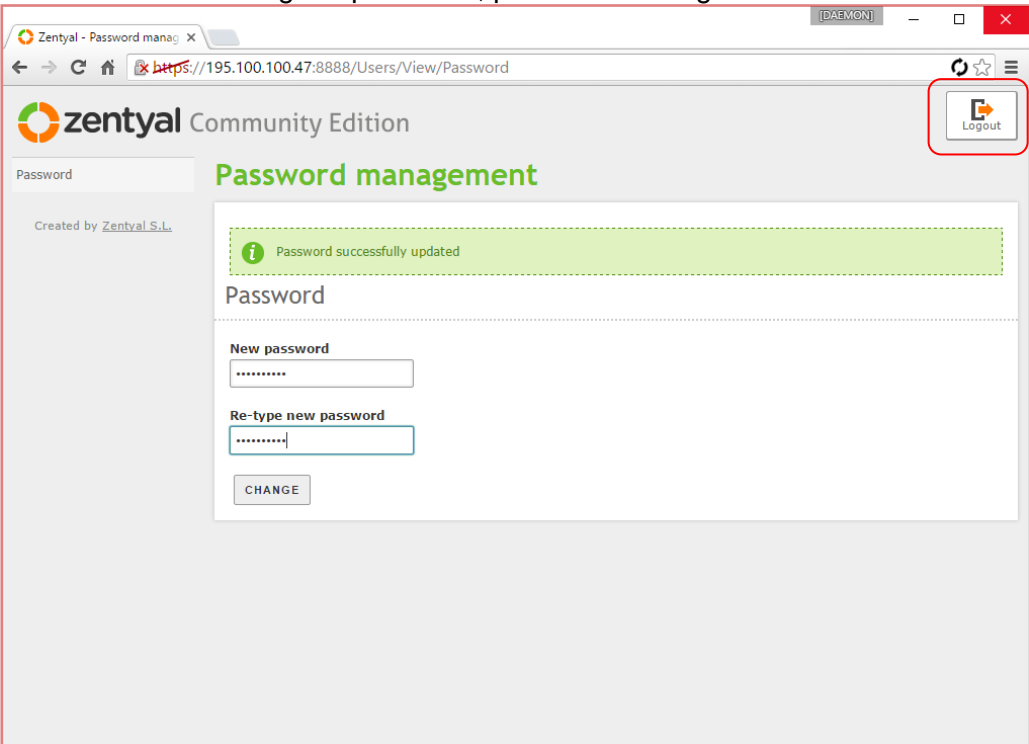
The screenshot shows a web browser window with the URL <https://195.100.100.47:8888/Users/View/Password>. The page title is "Zentyal Community Edition" and the main heading is "Password management". Below the heading, there is a "Password" section with two input fields: "New password" and "Re-type new password". Both fields contain masked characters (dots). A "CHANGE" button is located below the input fields and is highlighted with a red rectangle.

2.10. If successful, this message will prompt

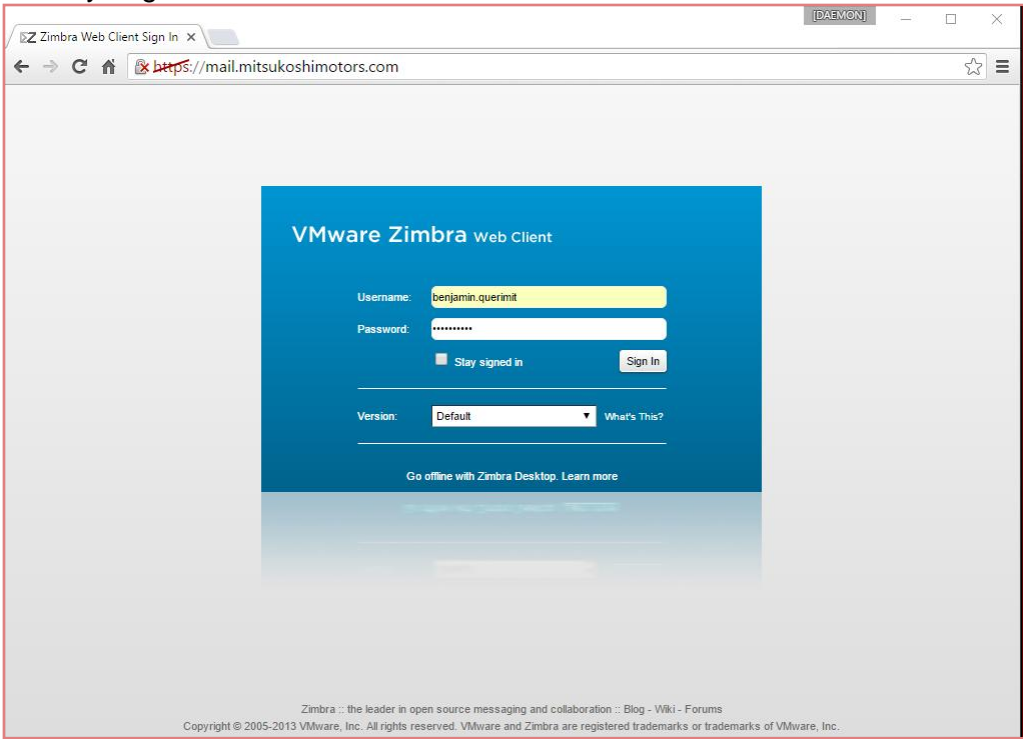
The screenshot shows the same web browser window as in 2.9. The "CHANGE" button is no longer highlighted. Instead, a green dashed box contains an information icon (i) and the text "Password successfully updated". Below this message, the "New password" and "Re-type new password" fields are still visible, but the "CHANGE" button is now disabled (grayed out).

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2.11. After successful change of password, please click "Logout"

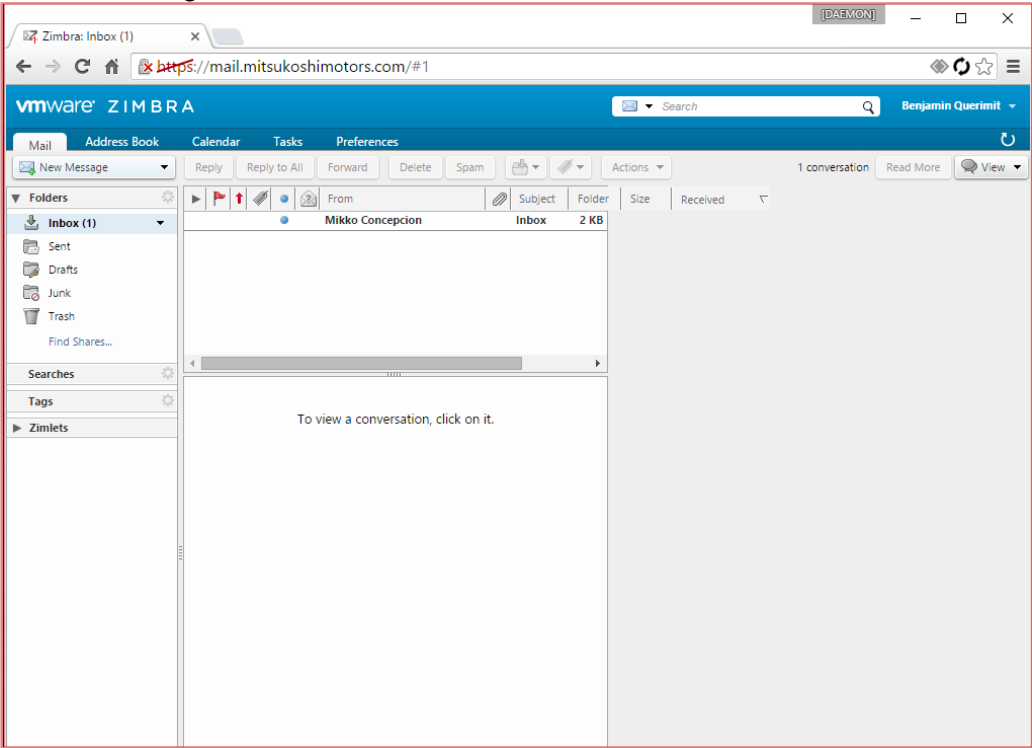


2.12. Then try Log-in to MMPI Zimbra Webmail



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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.

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