## How to Change your Palm Lake Email Address Password

 Using your favourite browser (Google Chrome, Firefox, Edge etc.) type the following address into the address bar as shown below and press 'Enter'. Alternatively, you can find the link to Webmail from <u>https://www.palmlake.net.au</u>



2. Enter your Full Email Address and Password and press 'Log In'

3. If you see a screen like the following, please go to page 3

← → C 🔒 c01.palmlake	.net.au:2096/cpsess7002542713/3rdparty/roundcube/?_task=mail&_mbox=INBOX				☆		0
About					johncitizen@p	almlake.net.au	ሀ Logout
roundcube 🍣	×	Mail	L Contacts	Calenda	r 🄅 Settings	🌈 Webma	il Home 🔺
	The physical         The physical<			All	¢ Q,•		0
Inbox	Ø+ Subject	*	From		Date	Size	P 0
Drafts	[palmlake.net.au] Email configuration settings for "johnoitizen@palmlake.net.au".		cPanel on palmla	ake.net.au	2020-04-24 13:44	76 KE	Ø
🐼 Sent							
😥 Junk							
Trash							
Archive							
A.							
*.	Select C Threads C Messages 1 to 1 of 1 H 4 1 F M						
Ø-	Select C Threads C Messages 1 to 1 of 1 M < 1 > M						

4. If you see a screen like the following, please go to page 4

$\leftrightarrow$ $\rightarrow$ C (a c01.palmlake.net.au:2096/cpsess7002542713,	/webmail/paper_lantern/index.html?login=1&post_login	=67115707196929		\$	0
Webmail			🕒 152.53 КВ / 500 МВ	💄 johncitizen@palmlake.net.au 👻	C+LOGOUT
Open your inbox	Set up email on	your device			
	Select the device you wil	l use:			
	Apple® (iPhone®, iPad®	٥)		•	
roundcube 🥣	Enter an email address th	hat you can access from your device:			
open source webmail software	Example: user@example.c	om			
	Select the configurations	that you would like to set up:			
Open 🔲 Open my inbox when I log in					
	Zalendar				
Change your webmail client	✓ Contacts				
roundcube	Send				
Adata selata selata selata di menere	Automatically configure m	y device			
Manage Your Inbox					
Autoresponders	Email Filters	Forwarders			
Are you going on vacation? Use this feature to configure your automated emails.	Create and manage email filters for your main email account.	Automatically send a copy of any incoming email from this email address to another.			
Edit Your Settings					
Configure Colondar and	Decryond & Socurity		Account	Broforoncoc	
Contacts Client	**- Update your webmail password.	Set up a different email address to receive	Change you	r Webmail account settings.	
Set up your calendar and contacts.		account notifications and password reset confirmations.	and Se jou		

5. Click on the 'Webmail Home' option at the top left of the window

					z	5		Θ		
					johncitizen@	palmlake	-	د اد	gout	
	4ail 👤	Contacts	Calend	dar	Settings	cP	Webm	ail Hom	e -	
			All	\$	Q,-				0	
	* From			Dat	ie i		Size	194	Ø	
	cPanel	l on palmlak	e.net.au	202	0-04-24 13:44		76 K	в	0	
Compose Central Compose Central Compose Central Centr	net.au:2096/cpsess70025427 Peply all Fervard Dalets Peply all Fervard Dalets P - Subject • [psimloke.net.au] E	713/3rdparty/roundcube/?_t	ask=mail&_mbox=INBOX • • • • ree "johnotizen@palmlake.net.au".			Mail L Cont	acts Caler	ndar 🎲 Settir • Q.+ Dete 2020-04-24 13	کر) n@palmlake.net.au rgg کو Webm	Θ
Sent						cPanel on p	annake.net.au		the second s	a U Logout

6. Click on the 'Password & Security' option



## Password & Security

Update your webmail password.

$\leftrightarrow$ $\rightarrow$ C ( $\bullet$ c01.palmlake.net.au:2096/cpsess7002542713/webmail/	lex.html?login=1&post_log	n=67115707196929		\$	θ
Webmail			🕀 152.53 KB / 500 MB	👤 johncitizen@palmlake.net.au 👻	G LOGOL
Open your inbox	Set up email or	n your device			
	Select the device you w	ll use:			
$\bigcirc$	Apple® (iPhone®, iPac	8)		*	
roundcube 🍑	Enter an email address	hat you can access from your device:			
open source webmail software	Example: user@example.	com			
	Select the configuration	s that you would like to set up:			
Open 🔲 Open my inbox when I log in	🖉 Email				
	Calendar				
Change vour webmail client	Contacts				
	Send				
	Automatically configure n	ny device			
Manage Your Inbox					
Autoresponders Er		Forwarders			
Are you going on vacation? Use this feature to Cr configure your automated emails.	email filters for your main	Automatically send a copy of any incomin email from this email address to another	ng		
	- 7				
Edit Your Settings					
Configure Calendar and	assword & Security	Contact Information	Account	Preferences	
Contacts Client	date your webmail password.	Set up a different email address to receiv	re Change you	r Webmail account settings.	
Set up your calendar and contacts.		account notifications and password reset	t		

7. Enter your new password and press '**Save**'. Your password will need to score at least 65 in the Password Strength indicator. Alternatively you can use the '**Password Generator**'

← → C  ⓐ c01.palmlake.net.au:2096/cpsess7002542	- /paper_lantern/maii/change_password.html	от <u>ф</u>	θ
Webmail		G 152.53 KB / 500 MB Johncitizen@palmlake.net.au	- G-LOGOU
Confirm New Password Strength Base Base Base Base Base Base Base Base	8/100) Password Generator	€ 152.53 KB / 500 MB Lohnettzen@palmiake.net.au	• C+LOGOU

4