

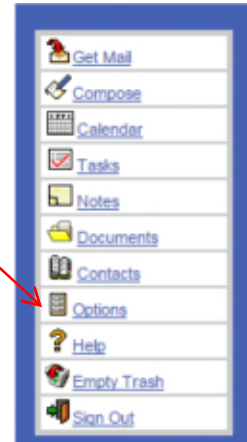
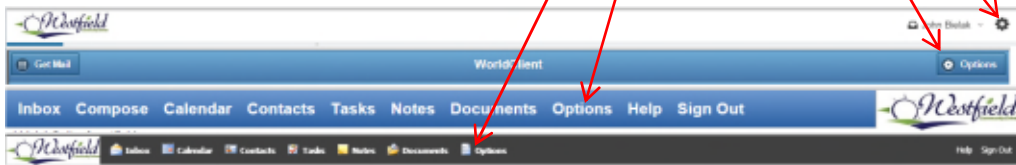
Changing Your Email Password

Open your internet browser and goto mail.cityofwestfield.org. Log in using your full email address and current password.

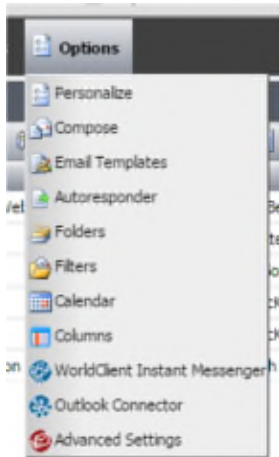
Depending on the theme you have selected, the exact look and location of the menus may differ.



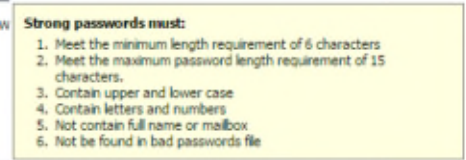
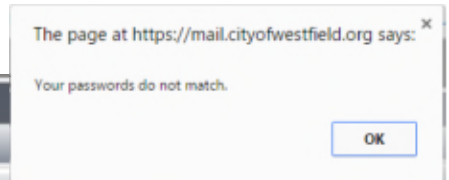
- Find Options



- Look for **Personalize** and select it



- Under **Personalize**, look for **Password**



- Enter the new password in both **Password** and **Confirm Password**
- Click **Save**

- If the passwords do not match, or they do not meet the strong password requirements, you will see a dialog telling you what you need to do. Re-enter the passwords and click **Save**
- If you use Microsoft Outlook, when you open it you will be prompted to enter re-enter your user name and password.
 - Enter your full email address into **User Name**
 - Enter the new password you created into **Password**
 - Check **Remember password**



- Click **Retry**
- If the username or password are correct Outlook should open normally. If after a number of tries Outlook does not accept the new password please contact the Technology Center.