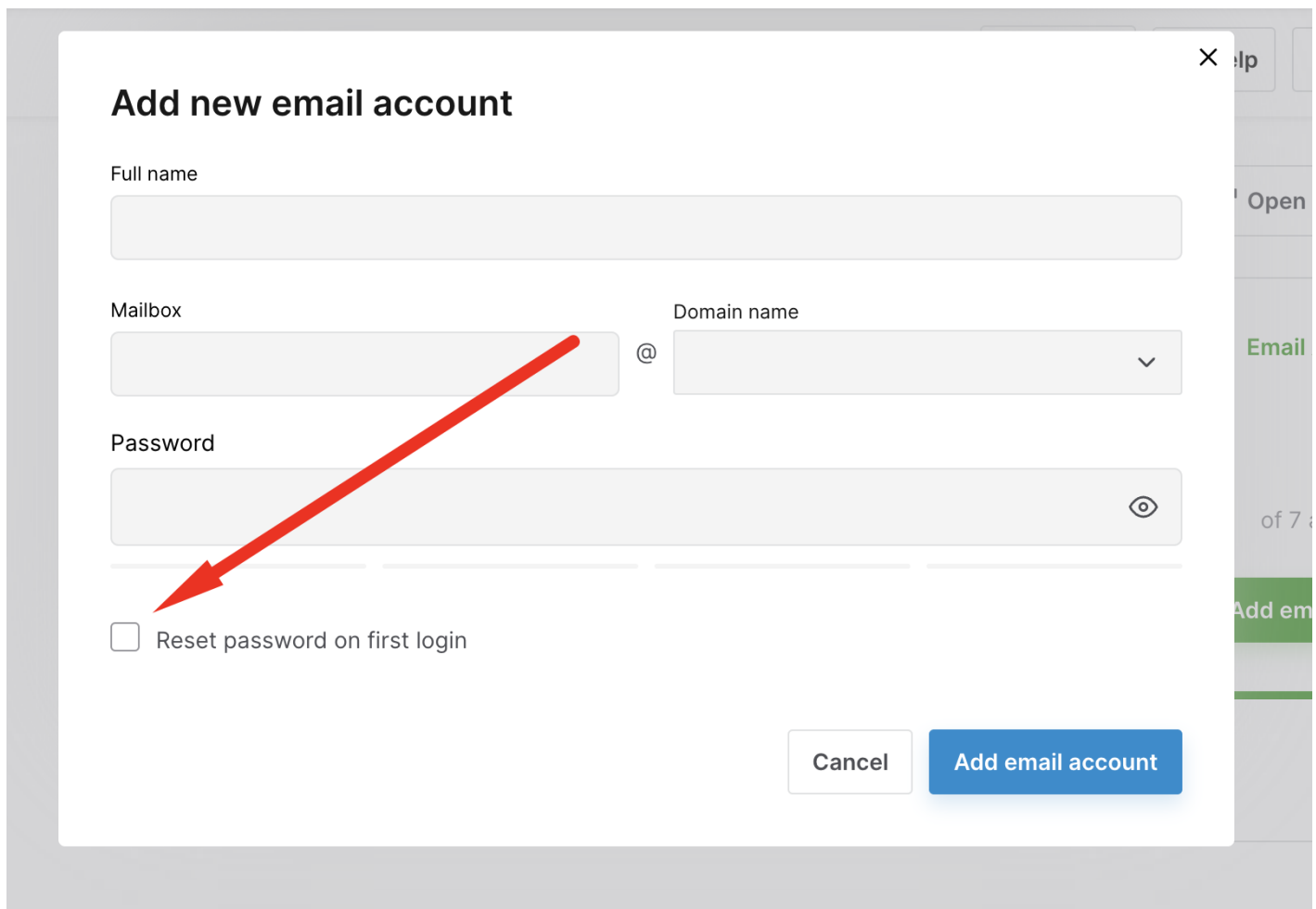


# Option "Reset password on first login"

When you create a new email account and opt for the "**Reset password on first login**" feature, it is necessary to follow these steps to set a personalized password and ensure secure access to your email account



The screenshot shows a modal window titled "Add new email account" with a close button (X) in the top right corner. The form contains the following fields and options:

- Full name**: A text input field.
- Mailbox**: A text input field.
- Domain name**: A dropdown menu with an @ symbol and a downward arrow.
- Password**: A text input field with a visibility toggle (eye icon) on the right.
- Reset password on first login**: A checkbox with a red arrow pointing to it.
- Buttons**: "Cancel" and "Add email account" (highlighted in blue).

## 1. Visit the Email Management Portal:

- Open your web browser and navigate to <https://mail.op-email.eu/>.

## 2. Log in with Temporary Credentials:

- Use the username (full email address) and password provided during the account creation process to log in for the first time.

### **3. Change Password:**

- Upon successful login, you will be prompted to change your password immediately.
- Enter your password and choose a new, strong password following the specified password policy.

### **4. Confirm Changes:**

- Confirm the new password to complete the process.
- Note: Ensure that your new password complies with the password policy for security reasons.

### **5. Log Out:**

- Once the password is changed, log out.

### **6. Access Your Email Account:**

- Now, you can use your newly set password to access your email account securely.

### **Important Security Tips:**

- - Choose a unique and strong password to enhance the security of your email account.
- - Regularly update your password to minimize the risk of unauthorized access.
- - Do not share your password with anyone and keep it confidential.

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