

To change your email password:

1. Launch a web browser and go to: <http://email.digitalfm.com/>
2. Login with your username INCLUDING your domain name. For example if your username is 'cbrown' and your domain name is 'peanuts.com' you would use 'cbrown@peanuts.com' in the Email Address field.
3. Type the password you were given, and log into the web mail system.
4. In the upper right hand corner of the web page please click on the link 'Settings'
5. This will bring up the Settings dialog box. The very bottom option on the left click on the link 'Change Password'.
6. Type in your current password, type your new password, and retype your new password and click on 'Save'
7. You will be then informed that web mail must reload. Select ok and in a few seconds your email client will be reloaded, and your password will be changed.