

# How To Change An Email Account Password

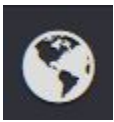
This article is intended for CHI clients only.

The instructions for how to change your Email Account Password through CHI and/or through the webmail interface can be followed below.

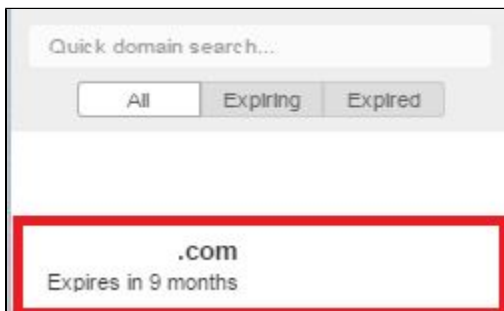
- [This article is intended for CHI clients only.](#)
- [To change through CHI:](#)
- [To Change through Webmail](#)
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## To change through CHI:

1. Log into <https://chi.westhost.com>
2. Click on the "Domains" tab on the left.



3. Click on the domain the email is associated with as shown in the image below.



4. Click the "Email" tab at the top right side of the next page.



5. Click on the "Edit" button next to the email account you would like to change the password for.



6. Enter the new password into the "Password" and "Confirm Password" boxes.
7. Then click the "Save" button.

**Edit Email Account** ✕

**Account name**

info @

**Password**

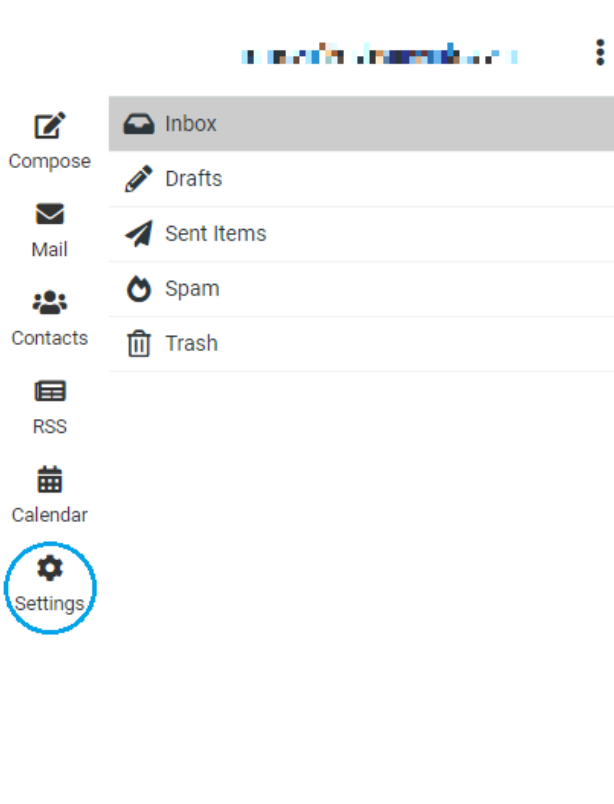
Password

**Confirm Password**

Confirm Password

## To Change through Webmail

1. Log into Webmail <http://chimail.westhost.com>
2. Click "Settings" on the left-hand side of the screen



3. Click "Password" then "Change Password"

| Settings |   |
|----------|---|
| Compose  | <ul style="list-style-type: none"> <li>Preferences</li> <li>Change Password</li> <li>Two-Factor Authentication</li> </ul> |
| Mail     | <ul style="list-style-type: none"> <li>Folders</li> <li>Identities</li> </ul>   |
| Contacts | <ul style="list-style-type: none"> <li>Responses</li> <li>Other Accounts</li> </ul>                                       |
| RSS      | <ul style="list-style-type: none"> <li>Autoresponder</li> <li>Spam Settings</li> </ul>                                    |
| Calendar | <ul style="list-style-type: none"> <li>Mail Forwarding</li> </ul>   |
| Settings | <ul style="list-style-type: none"> <li>Password</li> <li>Filters</li> <li>About</li> <li>External Access</li> </ul>       |

4. Enter "Current Password"
5. Enter "New Password" (in both boxes)
6. Click "Save"

A strong password will help prevent someone from guessing it and gaining access to your account. Choose one 10 or more characters long and that contains a mix of lowercase, uppercase, numeric, and symbolic characters.

|                      |                          |
|----------------------|--------------------------|
| Current Password     | <input type="password"/> |
| New Password         | <input type="password"/> |
| New Password (again) | <input type="password"/> |

**i** You can manage all of your email account passwords, FTP/cPanel/SSH passwords, main CHI account password and all of your other logins directly through your account at <https://chi.westhost.com>

## Related articles

- [How To Change An Email Account Password](#)
- [How To Enable Two-Factor Authentication](#)
- [How To Setup A POP3 Email Account In Outlook](#)
- [CHI FAQ](#)
- [How To Enable SendMail On Alternative Port 2525](#)