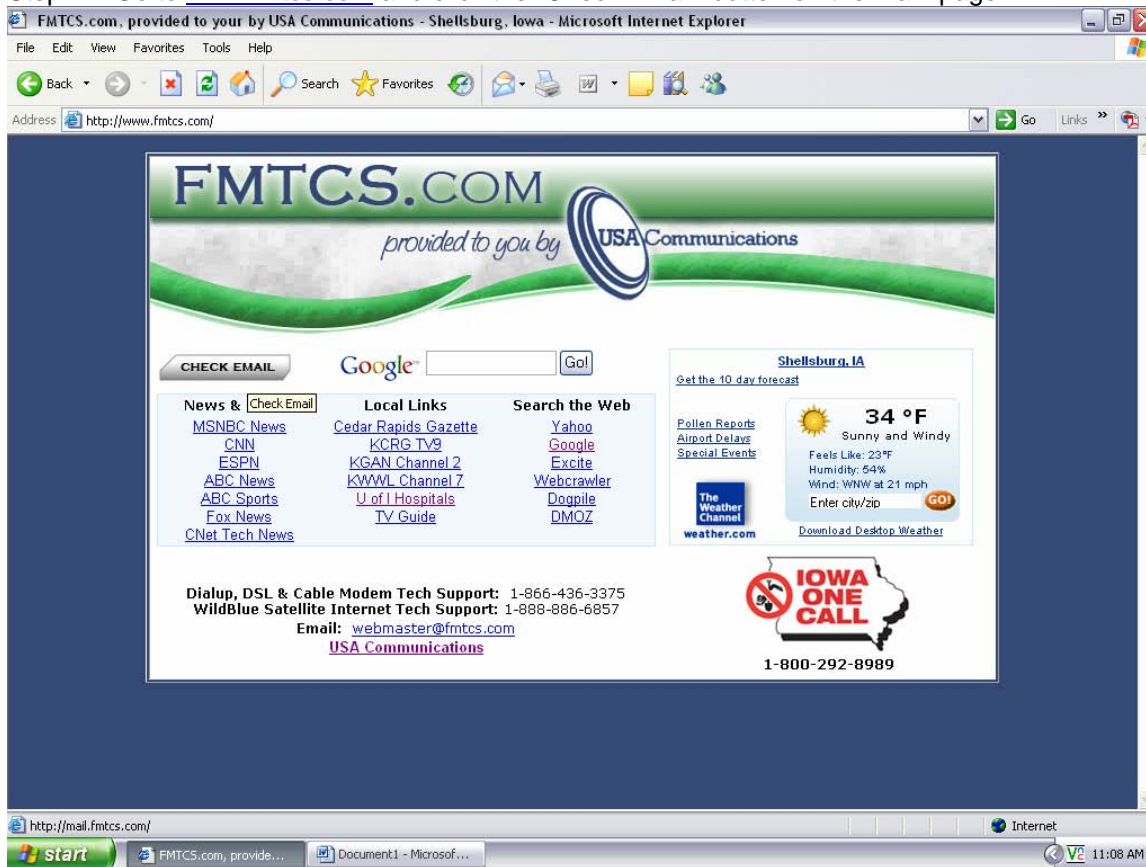
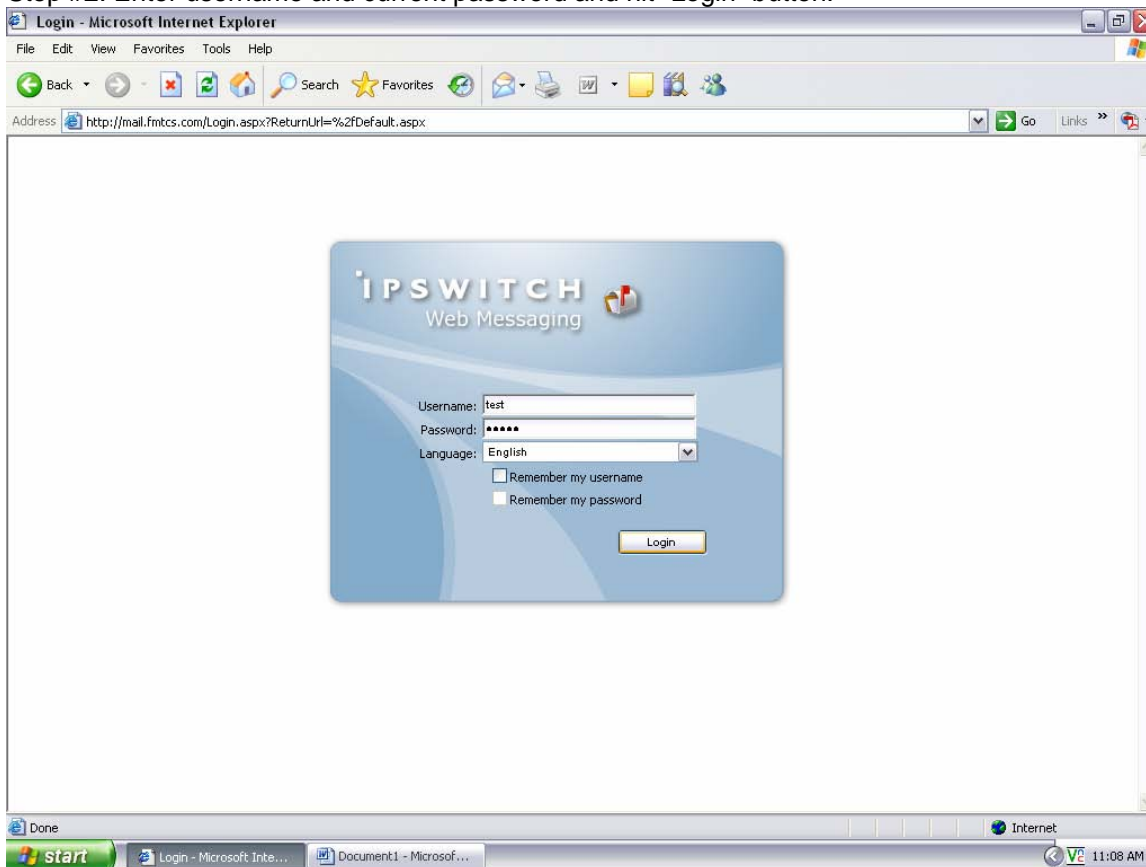


Steps for Changing Email Password

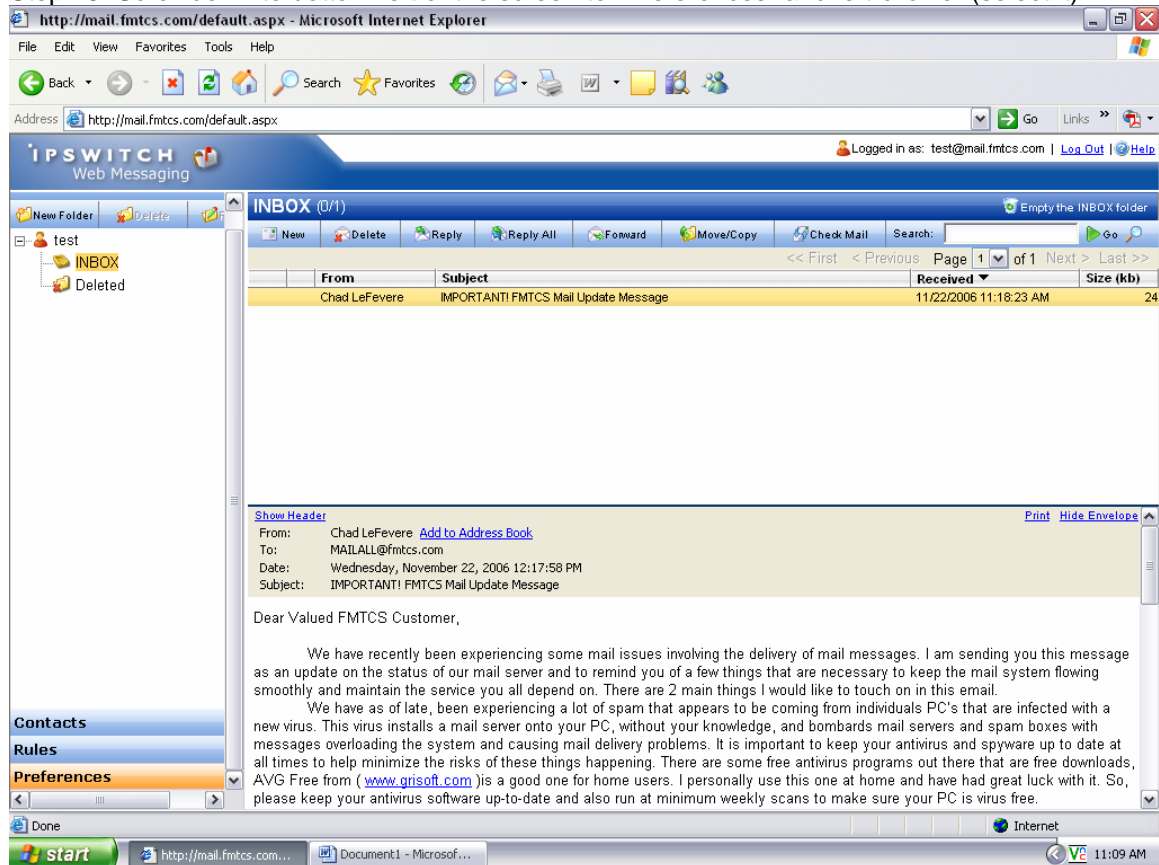
Step #1: Go to www.fmtcs.com and click the "Check Email" button on the main page.



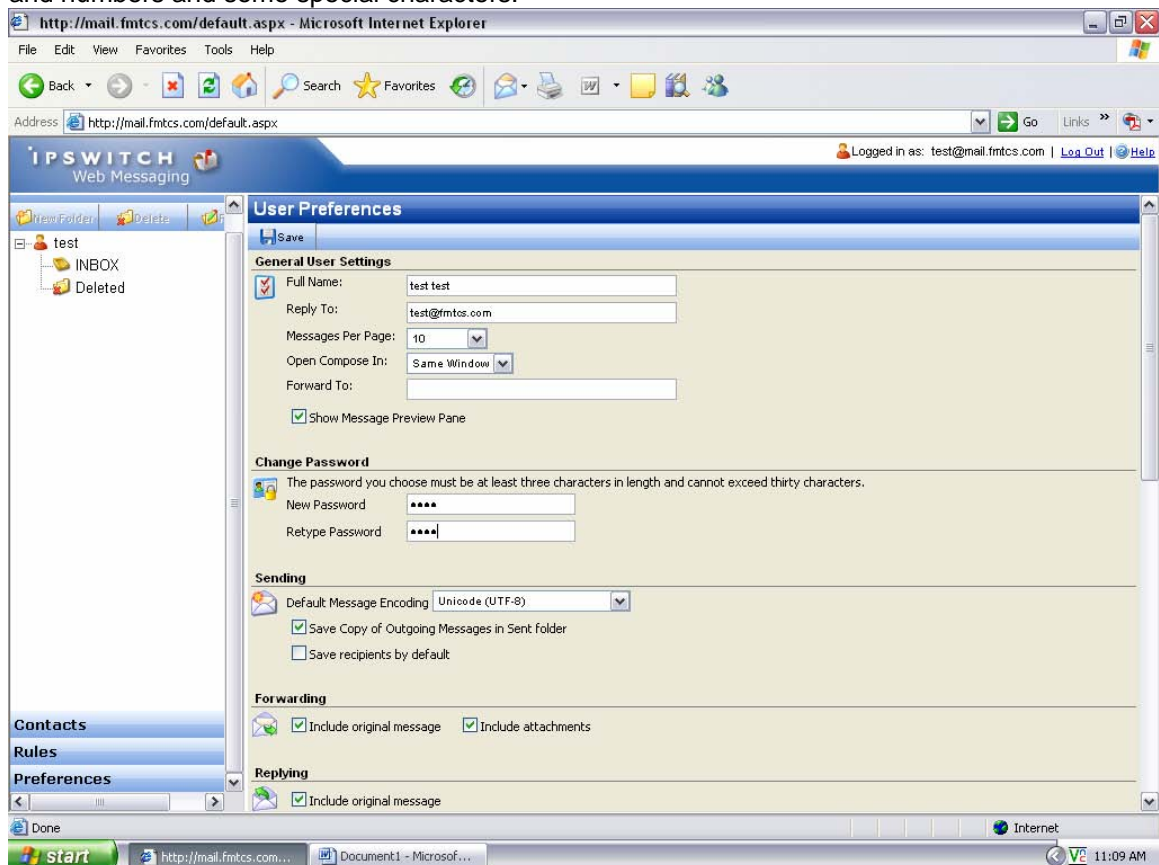
Step #2: Enter username and current password and hit "Login" button.



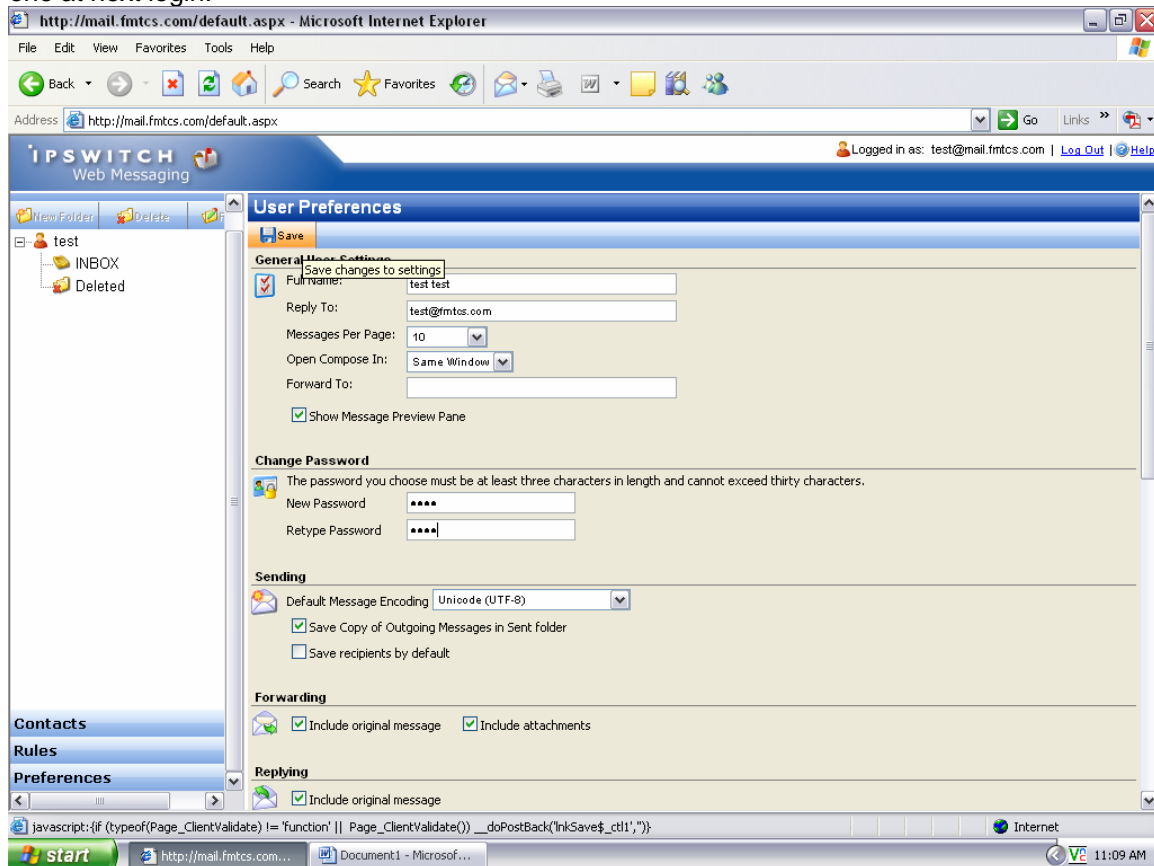
Step #3: Scroll down to bottom-left of the screen to “Preferences” and left-click or (select it)



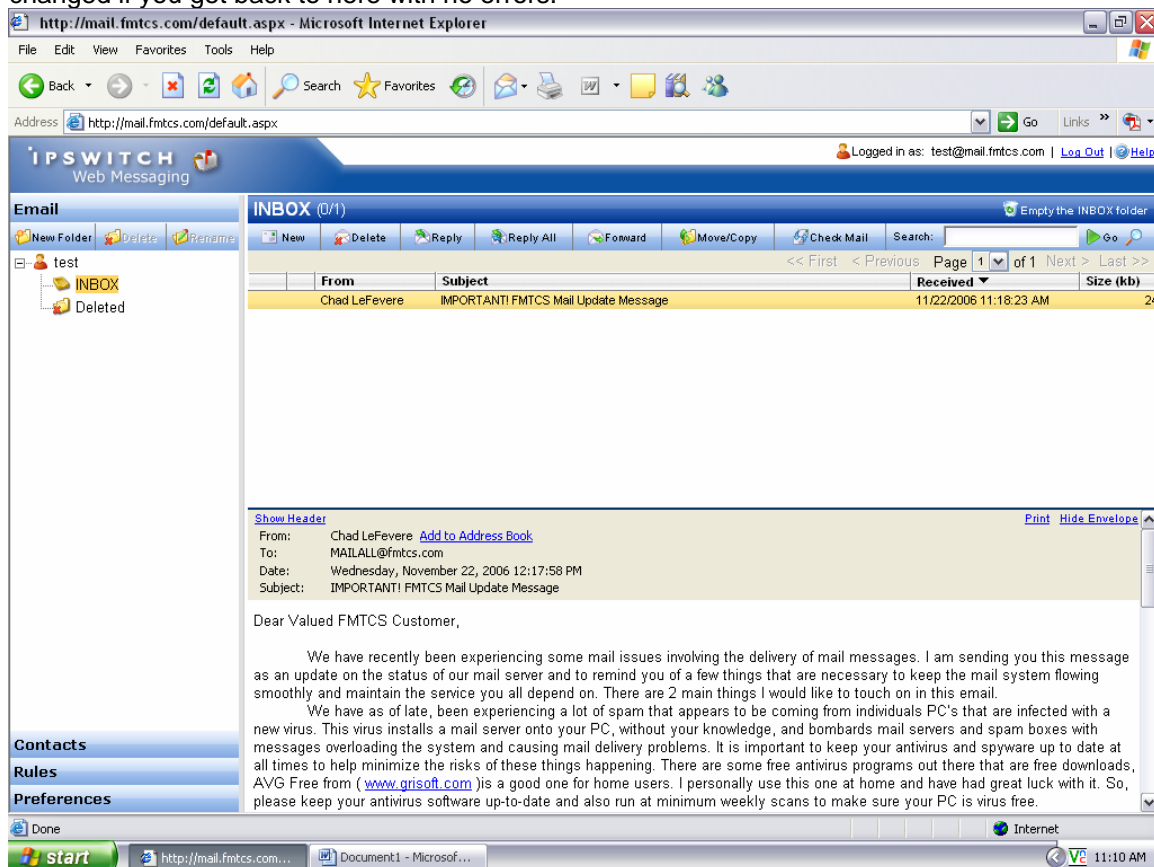
Step #4: Under “Change Password” enter your “New Password” and “ReType Password” also. (Enter the new password twice.) Here you enter the new password of your choice. It allows letters and numbers and some special characters.



Step #5: Once you have entered your new password, hit the “Save” button on the upper-right corner shown in yellow here. This will save your new password and you will need to use the new one at next login.



Step #6: You will then be taken back to the main page of your mailbox. Your password has been changed if you get back to here with no errors.



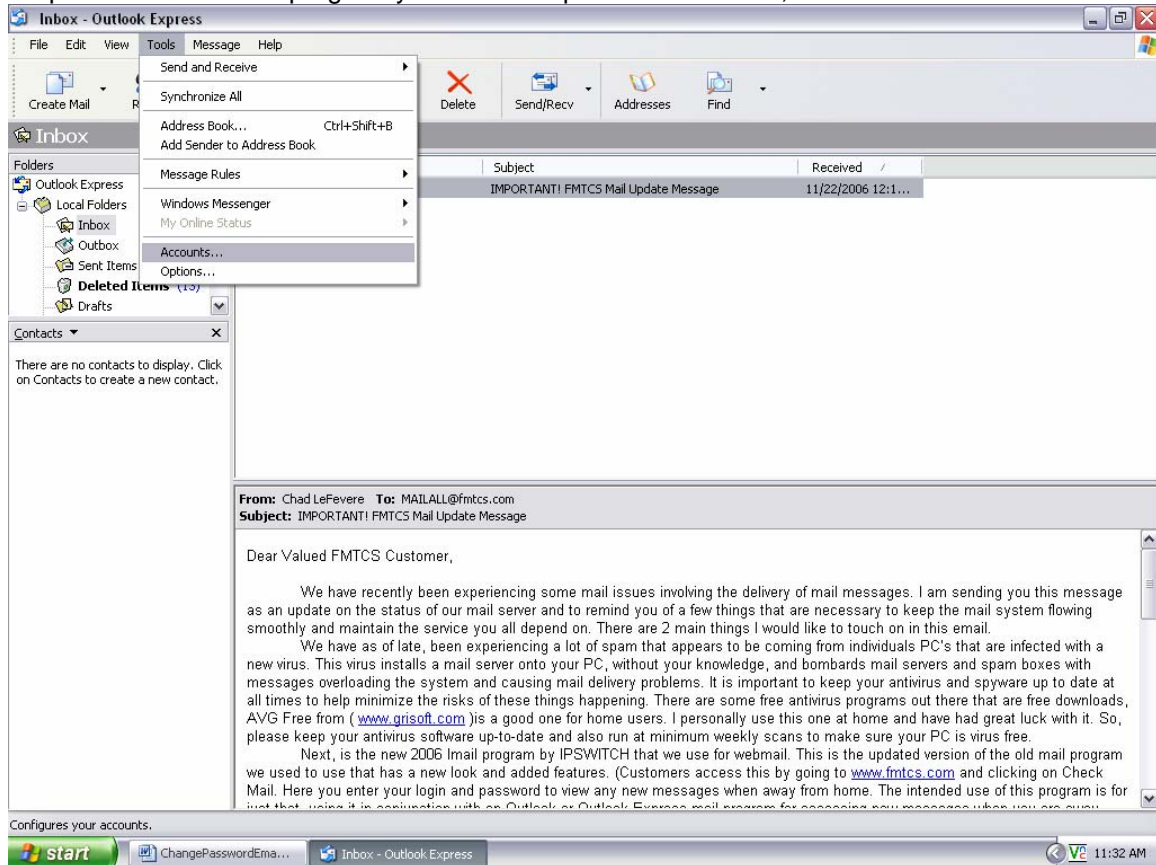
Congratulations! Your password has now been changed in our system and you are able to change it whenever you would like.

For Outlook and Outlook Express users:

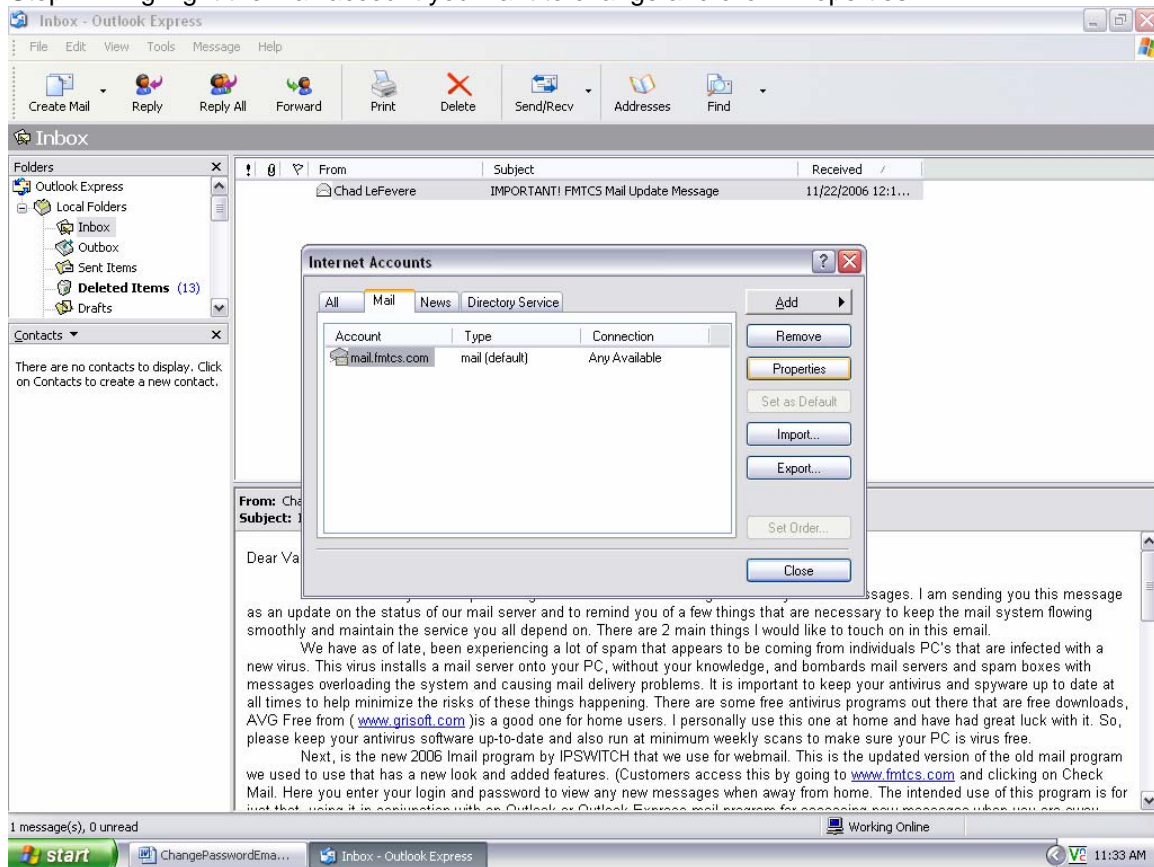
Outlook Express is being used in this demo, but both work very similar.

You must now go into your Outlook or Outlook Express mail accounts on your home computers and make the password change there too. If you do not it will give you login errors for using the old, incorrect password. Below are the steps to follow to make this change.

Step #1: Go to the mail program you use and open it. Go to Tools, then Accounts.



Step #2: Highlight the mail account you want to change and click "Properties".



Step #3: Go to the "Servers" tab and next to password, delete your old password (shown in dots) and enter your new password. Then click OK, then "Close" and your mail should be back to normal with the changed password in place.

