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Step By Step Descriptive Guide to change UMT email password

- 1. Open <u>http://mail.umt.edu.pk</u>
- 2. Type your username and password assigned to you.
- 3. After logged in, go to Settings tab.
- 4. Click the gear in the top right.

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- 5. Select Settings.
- 6. Click the **Accounts** tab at the top.
- 7. Click on the Google Account Settings.
- 8. A new window will be open as "Google Account Settings" section.
- 9. Click on Security in the "Google Account Settings" section.
- 10. Click on Change Password in "Security" section.
- 11. In change password section, type your current password and your new password. We highly recommend you create a unique password one that you don't use for any other websites.
- 12. Click Change password.
- 13. Now sign out and then sign in again for mail surfing.

Step By Step Pictorial Guide to change UMT email password

1. Enter URL in the address bar of your internet browser http://mail.umt.edu.pk



2. Enter your Username without @umt.edu.pk and enter Password assigned by OTS and then click on "Sign in" tab.



3. After signing in following screenshot will be displayed.

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4. Now go to setting (gear at top right) tab

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following screenshot will be displayed
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5. Now go to settings.



6. In settings, go to accounts tab.

University of Management and Technology		- Q	
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Inbox (3)	Change account settings:	Google Account settings Change your password and security options, and access other Google services.	
Starred	Send mail as:		
Sent Mail	(Use University of Management and Technology Mail to send from your other email addresses)	Add another email address you own	
Drafts	Learn more		
More +	Check mail from other accounts (using POP3):	Add a POP3 mail account you own	

7. After opening tab of account, click on "Google Account Settings" as shown below:

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Mail -	Settings	
COMPOSE Inbox (3)	General Labels Inbox Account	Its Filters Forwarding and POP/IMAP Chat Labs Offline Themes Google Account settings Change your password and security options, and access other Google services.
Starred Important Sent Mail Drafts	Send mail as: (Use University of Management and Technology Mail to send from your other email addresses) Learn more	Add another email address you own
More -	Check mail from other accounts	Add a POP3 mail account you own

- 14. After click on "Google Account Settings", a new window will be open.
- 15. This new window will be shown like that :

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16. Then Click on security tab:

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17. After this, security tab option will be open, as shown below, click on change password:

Google	
	Personal info Security Language Data tools Help
	Password Change password Chang
	Account permissions ①
	Control which apps and websites have access to your account information.
	View all

18. After click on change password , change password window will be shown as following:

Google		
	Change your password Enter a new password for ahmad.mobeen@umt.edu.pk. We highly recommend you create a unique password - one that you don't use for any other websites. Note: You can't reuse your old password once you change it. Learn more about choosing a smart password.	Current password Don't know your password? New password Confirm new password Change Password Cancel

19. Now enter current password, new password , confirm new password and then click on change password as shown below:

Change your password		
Enter a new password for We highly recommend you create a unique password - one that you don't use for any other websites.	Current password	_
Note: You can't reuse your old password once you change it.	Don't know your password?	$\langle \neg \rangle$
Learn more about choosing a smart password.	New password	
	Confirm new password	
	200000000000000000000000000000000000000	\leq
	Change Password Cancel	

- 20. Now your UMT mail password has been changed.
- 21. Now sign out and then sign in again for mail surfing.