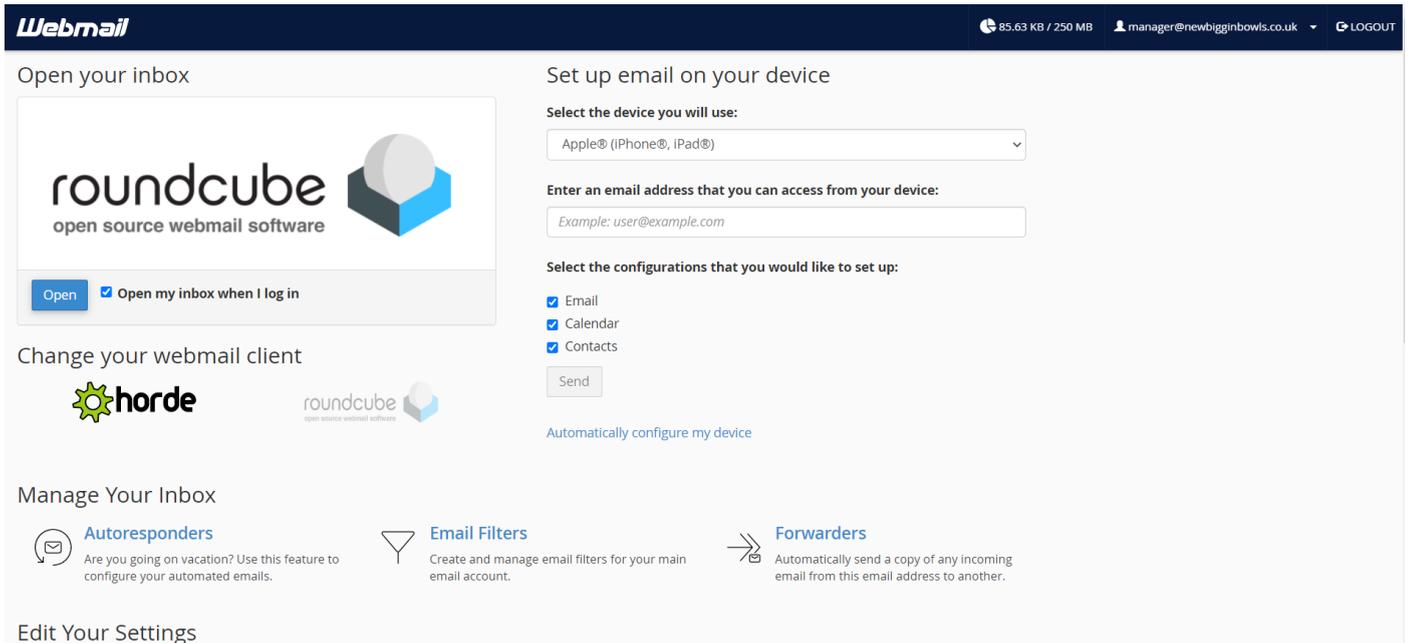


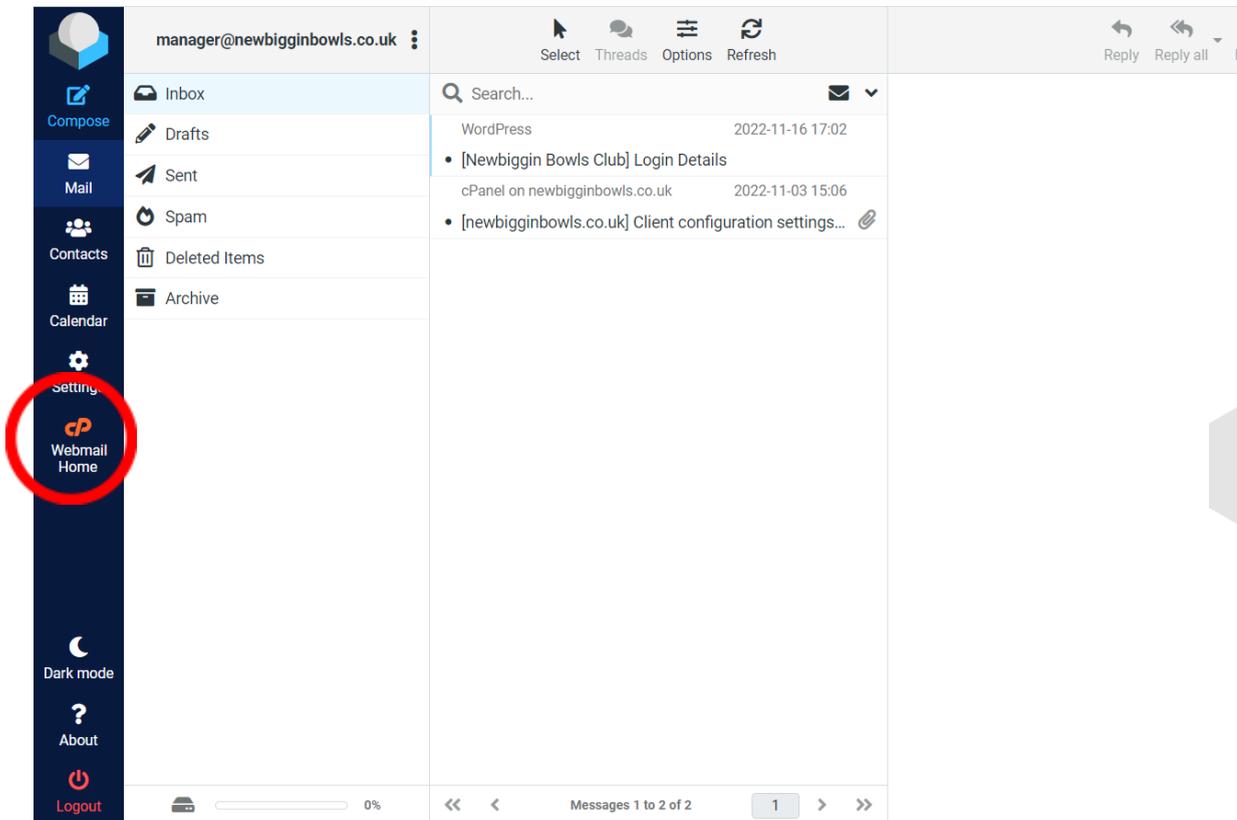
Newbiggin Bowls Club -Change Email Password Instructions

To change your password, please log onto <https://webmail.newbigginbowls.co.uk/>
Use your log in details and then once logged in you will hopefully see a page like this:



The screenshot shows the Webmail interface. At the top, it says "Webmail" and shows the user's email address "manager@newbigginbowls.co.uk" and a "LOGOUT" button. The main content is divided into two columns. The left column has "Open your inbox" with the Roundcube logo and a button to "Open" the inbox, with a checkbox for "Open my inbox when I log in". Below that is "Change your webmail client" with logos for horde and roundcube. The right column is "Set up email on your device". It has a dropdown for "Select the device you will use:" (Apple® (iPhone®, iPad®)), a text input for "Enter an email address that you can access from your device:" (Example: user@example.com), and a section for "Select the configurations that you would like to set up:" with checkboxes for Email, Calendar, and Contacts, and a "Send" button. Below that is a link for "Automatically configure my device". At the bottom, there are links for "Manage Your Inbox" (Autoreponders, Email Filters, Forwarders) and "Edit Your Settings".

If instead you get the following page or similar, please click on the Webmail Home icon (circled red) to take you to the correct page.



The screenshot shows the Webmail interface with a navigation sidebar on the left. The sidebar contains icons for Compose, Mail, Contacts, Calendar, Setting, Webmail Home (circled in red), Dark mode, About, and Logout. The main content area shows the email inbox for "manager@newbigginbowls.co.uk". The inbox list includes "WordPress" (2022-11-16 17:02), "[Newbiggin Bowls Club] Login Details", "cPanel on newbigginbowls.co.uk" (2022-11-03 15:06), and "[newbigginbowls.co.uk] Client configuration settings...". The top of the interface shows "Select", "Threads", "Options", and "Refresh" buttons. The bottom of the interface shows "Messages 1 to 2 of 2" and a page number "1".

Once on the correct page, either click on your email address (blue arrow) or scroll down to “Edit your settings” (green arrow) and in either one, select Password & Security. This will take you to a new page where you can change your password.

Webmail 85.63 KB / 250 MB manager@newbigginbowls.co.uk LOGOUT

Open your inbox

roundcube
open source webmail software

Open Open my inbox when I log in

Set up email on your device

Select the device you will use:
Apple® (iPhone®, iPad®)

Enter an email address that you can access from your device:
Example: user@example.com

Select the configurations that you would like to set up:

- Email
- Calendar
- Contacts

Send

[Automatically configure my device](#)

Change your webmail client

horde **roundcube**

Manage Your Inbox

- Autoresponders**
Are you going on vacation? Use this feature to configure your autoresponders.
- Email Filters**
Create and manage email filters for your main email account.
- Forwarders**
Automatically send a copy of any incoming email from this email address to another.

Edit Your Settings

Change password page, enter new password and click save.

Webmail

Password & Security

Enter a new password for this account.

New Password

Confirm New Password

Password Strength ⓘ

Very Weak (0/100)

Save

cPanel 106.0.13