Change Password Procedure

1- Using Internet Explorer navigate to:
   http://mail.pua.edu.eg

2- Choose a login type:
   a- Standard (Password is sent in plain text).
   b- Secure (Password is encrypted). "Recommended"
3- Click on Options menu:
4- Click on Change Password:

![Change Password](image)

5- Type your user name and the old password provided by the IT “puaPass1” then type and confirm your new password.
Make sure that your new password meets the Password Policy (http://mail.pua.edu.eg/PasswordPolicy.asp):

![Password Policy](image)
6- If the password is changed successfully, you should see the following page:

- For more information kindly refer to E-Mail Policy (http://mail.pua.edu.eg/EmailPolicy.asp).
- For further comments and/or questions contact us (http://mail.pua.edu.eg/ContactUs.asp).