

## How to update your email password

by Mike Hall, Software Engineer July 6 2017 8:44 AM

To change your email password please follow the steps below:

- 1. Click this link to open the webmail: <u>https://mail.riverbender.com</u>
- 2. Enter your full email address and current password. If you do not know your password you can call support at 618-465-9850 x 240

Login to SmarterMail	
Email Address (e.g., user@example.com)	
Password	
Remember me	
Use Browser Language 🔻	Login
Switch to the mobile interface	

3. Once you are logged in click on 'Settings'



4. Under 'My Settings' click on 'Account Settings'

Settings		
	My Settings	
	Account Settings	
	Account Profile	
	Auto-Responder	
	Connected Services	
	Trusted Senders	
	Signatures	
	Events	

## 5. Enter your new password compliant password



6. Click the 'Save' button to set your new password.



Your new password is now set on the server. Your devices will now prompt you for your new password. Enter the new password on outlook or your mobile device.

If you would like to learn how to add the email to outlook or any device click here.

If you have any questions or problems creating a password or don't know your current password please contact support at 618-465-9850 x 240.