

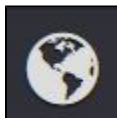
# How To Change An Email Password

The below article will help you change your email password: either through CHI or through your Webmail.

## To change through CHI:

1. Log into <https://chi.midphase.com>

2. Hover over the "Domains" globe icon on the left and this menu will fly out. Click on this Globe to Manage your "Domains".



3. Click on the domain the email is associated with.



4. Click the "Email" tab.



5. Click on the "Edit" button.



6. Enter the new password into the "Password" and "Confirm Password" boxes.

7. Then click the "Save" button.

**Edit Email Account** [X]

**Account name**

info @

**Password**

Password

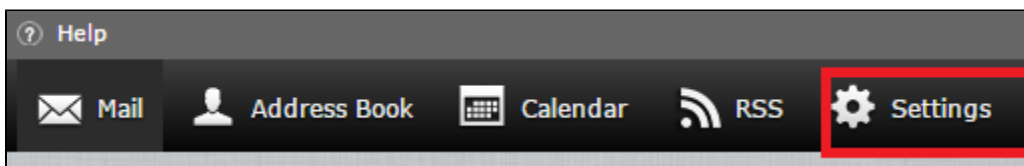
**Confirm Password**

Confirm Password

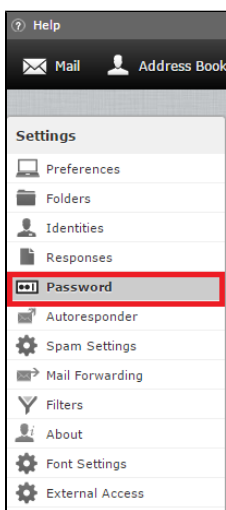
Cancel Save

## To Change using Webmail

1. Log into Webmail <http://chimail.midphase.com>
2. Click "Settings" in the upper right hand corner of the page.



1. Click "Password" as shown in the screenshot below:



1. Enter "Current Password"
2. Enter "New Password" (in both boxes)
3. Click "Save"


### Edit Email Account ✕

**Account name**

 @

**Password**

 This article is intended for clients who manage their email through CHI

## Related articles

- [How To Add My Email Account To Entourage](#)
- [Does My CHI Password Expire](#)
- [What Happens After I Submit A Support Ticket](#)
- [How To Merge CHI Accounts](#)
- [How To Recover Your Control Panel - Billing Management Login](#)