

INGENIUM Webmail

<https://ingenium-university.eu/webmail/>

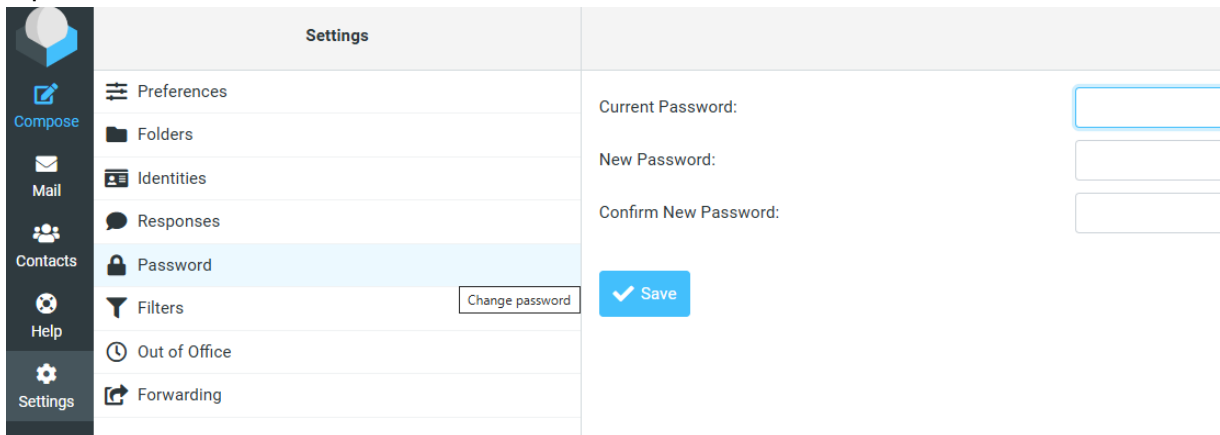
First Log in and changing the Password

1. From the <https://ingenium-university.eu/webmail/> insert your Username and Password.

NOTE: For the **first** log in you will insert your username **without** [@ingenium-university.eu](https://ingenium-university.eu/).

After the first successful log in, you may access the webmail with or without the **@ingenium-university.eu**

2. Choose the option **Settings** from the left side and then the option **Password**.



The screenshot shows the 'Settings' page of the INGENIUM Webmail interface. On the left is a sidebar with icons for Compose, Mail, Contacts, Help, and Settings. The 'Settings' section is expanded, showing options: Preferences, Folders, Identities, Responses, Password (highlighted), Filters, Out of Office, and Forwarding. A 'Change password' button is next to the 'Password' option. The main content area is titled 'Settings' and contains three password input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A blue 'Save' button with a checkmark is located at the bottom right of the form.

3. From the new window, insert the **Current** and your **new Password**. Click the **Save** button to complete the action.

