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How to change an e-mail account password

E-mail

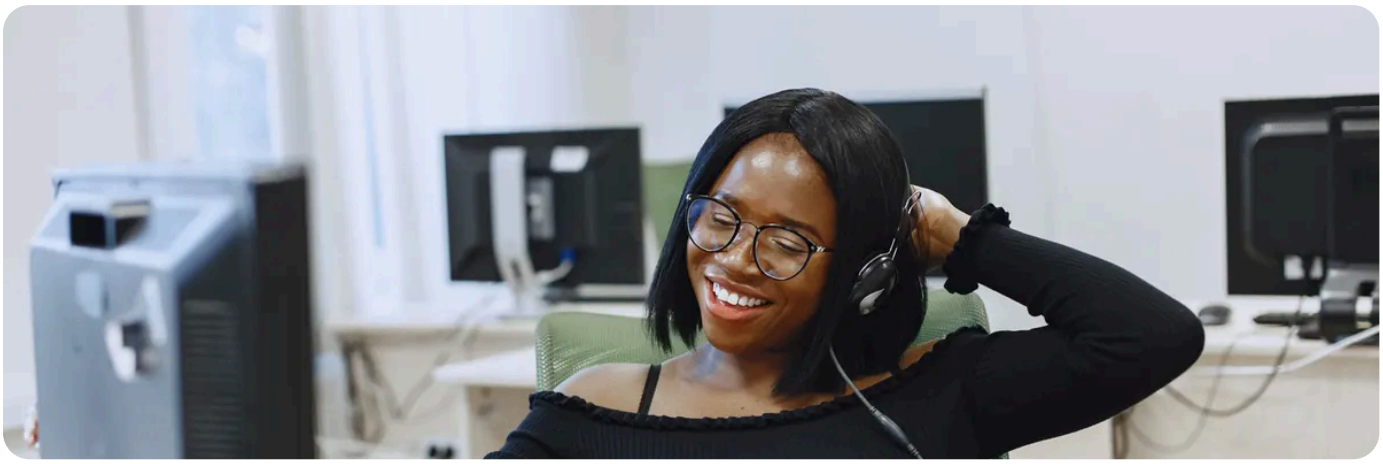
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How to change an e-mail account password

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Each mailbox password is independent of all the others. You change it from cPanel in under a minute - the slow part is what comes afterwards.

Before you start:
This is **an e-mail account password**. It is not the same as your **My Interweb** one, nor your **cPanel** one, nor the one on any other e-mail account - they are independent, and changing one does not touch the others.

How to change it

1. Log in to cPanel and open **Email Accounts**.
2. Find the account in the list and click **Manage**.
3. Type the new password. The old one is not asked for.
4. Save. The change is immediate - the mailbox stops accepting the old password that instant.

Someone who uses the mailbox but has no cPanel can change it from **webmail**, in the security section, as long as they know the current one.

The step you cannot skip:
Update the password on **every device** using that mailbox. Each one left behind keeps trying with the old password, and that does two things at once: it fills Outlook with **password prompts that never stop** and it can **get your IP blocked by the firewall** for failed attempts.

When it is genuinely worth changing

Situation	Why
Someone left the company	As long as the password is unchanged, they can read the company mail from anywhere
The mailbox started sending on its own	A classic sign of a compromised account - change it now and check **whether the site was hit too**
The password is shared with another service	A leak somewhere else becomes your problem
It was typed on a public computer	There is no telling what was saved there

Worth doing right afterwards:
Set that mailbox's **security questions** in webmail. They are what will let you **reset the password yourself** next time, without depending on cPanel.

Changing a mailbox password **does not change** your **cPanel** one or your **My Interweb** one.

NEED A HAND?

E-mail stopped working after the change?

Talk to us →

SEE ALSO

- **How to recover an e-mail account password** →
- **How to write an e-mail that does not land in spam: behaviour, recipients and limits** →
- **How to stop spam in Outlook: the filter on your computer and the one on the server** →
- **Need e-mail on your domain? See the Professional E-mail plans.** →

PROFESSIONAL E-MAIL

Your e-mail should carry your company name.

Mailboxes on your own domain, with webmail, antispam and automatic setup on phone and desktop.

See e-mail plans →

Works in Outlook, on your phone and in the browser

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