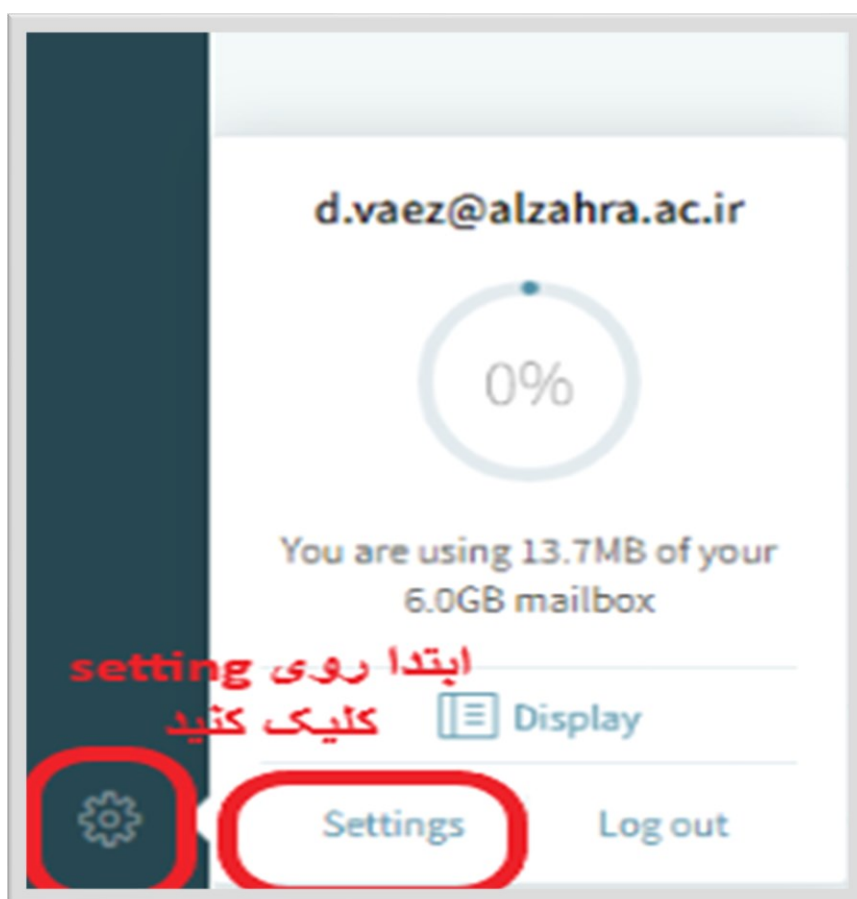


## دستورالعمل تغییر رمز ورود پست الکترونیک

وارد ایمیل خود شوید و مطابق دستورالعمل زیر عمل نمایید.

ابتدا روی **Setting** کلیک کنید:



بعد از آن در پنجره باز شده در تب **General** بر روی **Password change** کلیک کنید.

The screenshot shows the Outlook Settings application. At the top, the word "Settings" is displayed. Below it, there are several tabs: "General", "Interface", "AntiSpam", "Filters", "Aliases", "Import/Export", and "Info". The "General" tab is highlighted with a red circle. Below the tabs, there are several sections:

- Account info:** Includes fields for "Full name" and "Mobile phone". There are buttons for "Credential recovery" and "View more details".
- Out-of-office auto-responder:** Includes a checkbox for "Enable out-of-office auto-responder", "Start" and "End" dropdown menus, and "Subject" and "Body" text boxes. The "Subject" field contains "مرکز فناوری اطلاعات" and the "Body" field contains "باسلام".
- Signatures:** Includes a "+ Add signature" button and a "Signature (1)" dropdown menu.
- Archiving:** Includes a dropdown menu for "Archive messages in:" with the value "a single archive folder".
- 2-Step Verification:** Includes a "Turn on" button.
- Read receipts:** Includes checkboxes for "Request read receipts" and "Request delivery receipts", and a dropdown menu for "Send read receipts" with the value "Always send".

At the bottom of the settings page, there are three buttons: "Save", "Save & close", and "Close". The "Password change" option in the "Account info" section is highlighted with a red circle. Above it, the text "1- ابتدا روی General کلیک کنید" is written in red. Below the "Password change" button, the text "2- سپس روی change کلیک کنید" is written in red.

پس از باز شدن پنجره زیر، ابتدا رمز قدیمی و سپس رمز جدید و تکرار آن را وارد نمایید (رمز عبور شامل حروف بزرگ، کوچک، نماد و عدد باشد).

Password change

Password: رمز عبور قدیمی خود را وارد کنید

New password: رمز جدید را وارد کنید

Retype new password: تکرار رمز جدید

Save Cancel

بر روی save کلیک کنید

در آخر حتما تغییرات را Save کنید.