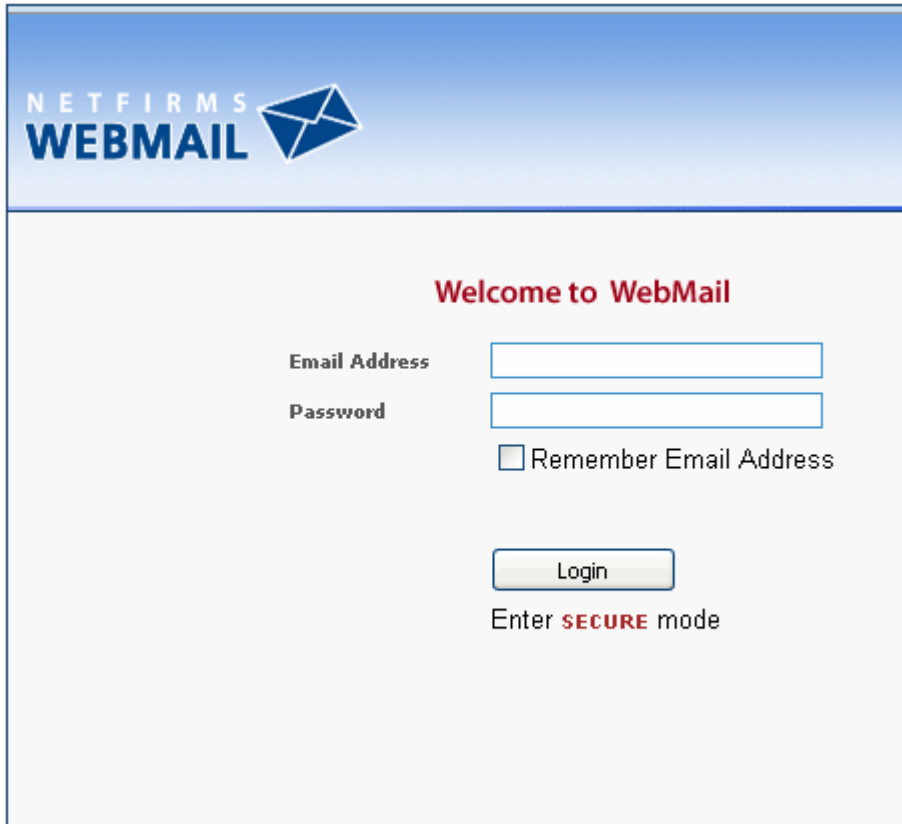


Como cambiar su clave secreta temporera de su correo electrónico

Si su contrato de afiliación a **Médicospr.net** incluye una cuenta de correo electrónico, le asignaremos un nombre de usuario y clave secreta temporera para su cuenta. Usted deberá cambiar esta clave secreta y luego configurar su nueva cuenta de correo en MS Outlook u Outlook Express.

Para cambiar su clave secreta temporera de su correo electrónico, siga los siguientes pasos:

1. Utilice la opción **Webmail** del menú o acceda a <http://webmail.medicospr.net>.
2. Al aparecer la pantalla siguiente, entre la dirección de correo electrónico asignada por **Médicospr.net** (Ej. jdelpueblo@medicospr.net) y entre la palabra **medicos** en **Password** y oprima **Login**.



NET FIRMS
WEBMAIL

Welcome to WebMail

Email Address

Password

Remember Email Address

Login

Enter **SECURE** mode

3. En esta pantalla, oprima **Options**.

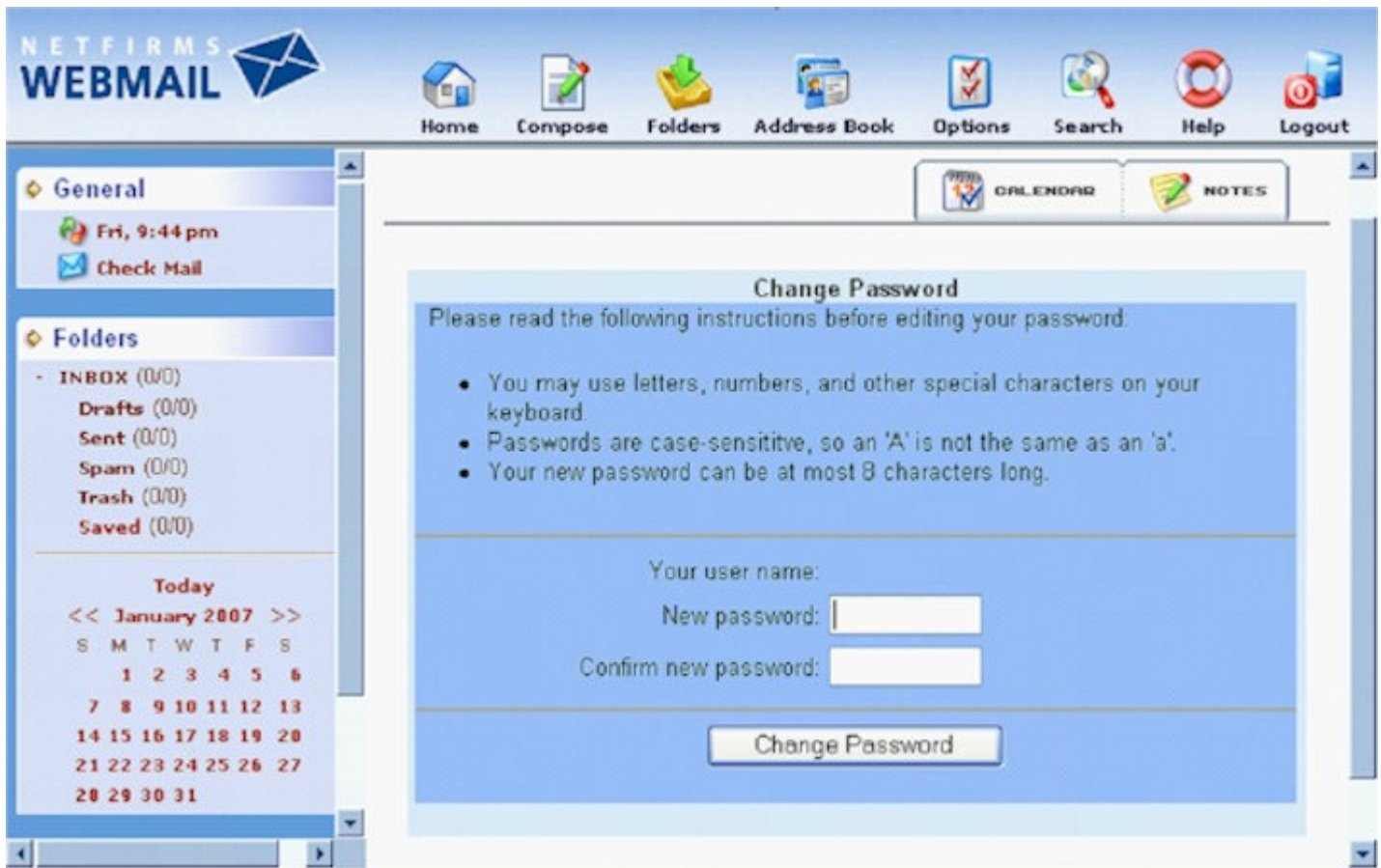
The screenshot shows the Netfirms WebMail interface. At the top, there is a navigation bar with icons for Home, Compose, Folders, Address Book, Options, Search, Help, and Logout. The main content area is divided into a left sidebar and a central pane. The sidebar contains a 'General' section with a clock showing 'Fri, 9:44 pm' and a 'Check Mail' button, and a 'Folders' section listing 'INBOX (0/0)', 'Drafts (0/0)', 'Sent (0/0)', 'Spam (0/0)', 'Trash (0/0)', and 'Saved (0/0)'. Below the folders is a calendar for 'Today' in 'January 2007'. The central pane shows the 'INBOX' folder, which is currently empty. It includes a 'Check All' checkbox, a 'Move Selected To:' dropdown menu set to 'INBOX', and buttons for 'Move', 'Forward', 'Flag', 'Unflag', 'Read', 'Unread', and 'Delete'. The message list header shows 'From', 'Date', and 'Subject' columns. The main message area displays 'THIS FOLDER IS EMPTY'. At the bottom, there is a copyright notice: '© Copyright 1998-2005 Netfirms, Inc. All Rights Reserved'.

4. Luego oprima **Change Password**.

The screenshot shows the Netfirms WebMail interface with the 'Options' menu open. The navigation bar at the top is the same as in the previous screenshot. The left sidebar is also the same. The 'Options' menu is displayed in a central pane and is organized into a grid of settings categories:

- Personal Information:** This contains personal information about yourself such as your name, your email address, etc.
- Display Preferences:** Change the way that Netfirms WebMail looks and displays information.
- Message Highlighting:** Based upon given criteria, incoming messages can have different background colors in the message list. This helps to easily distinguish who the messages are from, especially for mailing lists.
- Folder Preferences:** These settings change the way your folders are displayed and manipulated.
- Index Order:** The order of the message index can be rearranged and changed to contain the headers in any order you want.
- Unsafe Image Rules:** Set up rules about how unsafe images in HTML messages are handled.
- Vacation / Autoresponder:** Set up an auto-reply message for your incoming email. This can be useful
- Change Password:** Use this to change your email password.

5. Entre su nueva clave secreta en **New password**. Su nueva clave secreta deberá ser de un mínimo de 5 letras o combinación de letras y números hasta un máximo de 8. Recomendamos comenzar siempre con letras.
6. Luego entre su nueva clave secreta nuevamente en **Confirm new password**.
7. Oprima **Change Password**.



8. Luego de haber cambiado su clave secreta satisfactoriamente, oprima **Logout**.
9. Ahora usted podrá configurar su nueva cuenta de correo en MS Outlook, Outlook Express o acceder a sus mensajes con cualquier navegador desde cualquier parte del mundo. Utilice la opción **Webmail** del menú o acceda a <http://webmail.medicospr.net>.