



ATCC E-Mail Access and Password Change Procedures

1. Your email address is the one you chose during the initial sign up@myatcc.com, atccmail.com, yokotamail.com, or amed-svc.com

(Your E-mail) @myatcc.com
@atccmail.com
@yokotamail.com
@armed-svc.com

2. On your Personal Computer, click on your browser for internet access.



3. Once your homepage appears, type the following URL in the address bar "http://webmail.myatcc.com"

"http://webmail.atccmail.com"

"http://webmail.yokotamail.com"

"http://webmail.amed-svc.com"

4. Once on the homepage, type your full user ID you chose during the initial sign up at the Allied Telesis Store. Example:

username@yourdomain.com*

The default password will be "password".

Existing Users

User Name:

Password:

Remember Me
(Save my user name & password on this computer)

[Forgot Your Password?](#)

5. Once you have logged onto your page, click the Options link on the top right side of the screen.



6. After the options properties are displayed, click the Password link.

The screenshot shows the Allied Telesis web interface. At the top left is the logo and name 'Allied Telesis'. At the top right are navigation links: [Classic](#) | [Home](#) | [Options](#) | [Help](#) | [Logout](#). Below these is a search bar with the text 'Search Email' and a 'Search' button. The main content area is titled 'Options' and is divided into three columns:

- Your Information**
 - [Personal Profile](#): Update your personal information.
 - [Password](#): Change your password information periodically. (This link is circled in light blue in the image.)
- Mail Handling**
 - Administrator settings take precedence over your preferences, which can result in mail handling behavior different than what you set below:
 - [Email Forwarding](#): Automatically forward your email to another address.
- Additional Options**
 - [Signature](#): Customize a signature to append to your outgoing messages.
 - [Preferences](#): Customize your time zone and reply address, and how you want to manage your messages.

7. Once you click the Password button, you can now create your new password. The password you choose needs to be a minimum of six characters.

You will also need to create a Password Question and Answer to help you remember your New Password if forgotten.

Finally, click the "OK" button to complete the process.

The screenshot shows the password change form in the Allied Telesis interface. At the top left is the logo and name 'Allied Telesis'. At the top right are navigation links: [Classic](#) | [Home](#) | [Options](#) | [Help](#) | [Logout](#). Below these is a search bar with the text 'Search Email' and a 'Search' button. The main content area is titled 'Options' and contains the following form:

All fields are required

Enter your Old Password

Choose a New Password Your password must contain at least 6 characters

Re-enter New Password

New Password Question You will need to remember your Password Answer in order to retrieve a forgotten password.

New Password Answer