

## 如何修改密碼？

- (1) 成功登入 Mail2000 之後，可自行修改密碼。
- (2) 於左側功能選單的「個人設定」中，展開「信箱安全」，點選「密碼設定」進入修改密碼的頁面。



admin 修改密碼

舊密碼：

新密碼：

確認密碼： 請再輸入相同的密碼。

密碼提示： 您忘記密碼時請您的提示訊息。

設定密碼 取消

新密碼必須符合以下規則：

- 密碼最少需要 8 個字元
- 密碼須包含英文字元
- 密碼須包含數字
- 密碼不能與前 1 次使用過的密碼相同
- 密碼強度至少為 < 中 >

- (2) 在修改密碼的頁面中，輸入舊密碼、新密碼並確認新密碼後，點選〔設定密碼〕按鈕，即完成修改密碼的動作。



修改密碼

舊密碼：

新密碼： 密碼強度：強

確認密碼： 請再輸入相同的密碼。

密碼提示： 您忘記密碼時請您的提示訊息。

個人安全碼

請輸入個人安全碼：

設定密碼 取消

新密碼必須符合以下規則：

- 密碼最少需要 8 個字元
- 密碼須包含英文字元
- 密碼須包含數字
- 密碼不能與前 1 次使用過的密碼相同
- 密碼強度至少為 < 中 >

# 設定備用信箱

2 個月前 · 更新於

備用信箱是您忘記密碼時的重要工具，可以讓您透過備用信箱收取密碼變更信，以便重新設定密碼。如果您還沒有設定備用信箱，請依照以下步驟操作。

步驟：

1. 登入帳號後進入「個人設定 > 信箱安全 > 備用信箱」
2. 輸入備用信箱的帳號 (含網域) 並再次確認
3. 完成設定



如果您按照以上步驟操作，即可順利設定備用信箱。請務必妥善保管您的備用信箱帳號和密碼，以免再次忘記。

## How do I change my password?

- (1) After successfully logging in to Mail2000, you can change your password.
- (2) In the "Personal Settings" menu on the left, expand "Email Security" and click "Password Settings" to enter the page to change your password.

Openfind™ MAIL2000

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**Password**

Current Password:

New Password:

Confirm Password:  Please type your new password again for confirmation.

Hint:  Hint to remind your password.

OK Cancel

The new password must follow between rules.

- The password must contain more than 8 characters.
- The password must contain an English character.
- The password must contain a digital character.
- The password cannot be the same as the user ID
- Password strength must be better than < Medium >

- (2) On the screen to change password, enter the old password, the new password, confirm the new password, and click the [Set Password] button to complete the password change action.

修改密碼

舊密碼:

新密碼:  密碼強度: 強

確認密碼:  請再輸入相同的密碼。

密碼提示:  hint 您忘記密碼時給您的提示訊息。

個人安全碼

請輸入個人安全碼:

設定密碼 取消

新密碼必須符合以下規則:

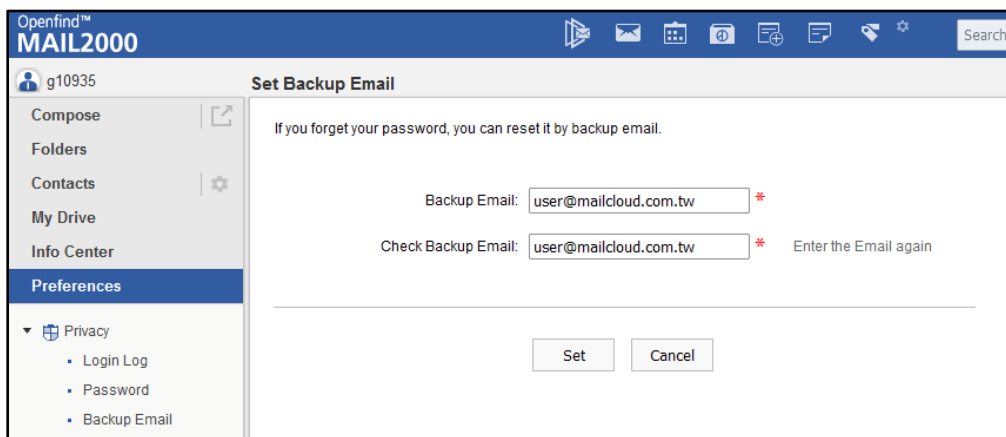
- 密碼最少需要 8 個字元
- 密碼須包含英文字元
- 密碼須包含數字
- 密碼不能與前 1 次使用過的密碼相同
- 密碼強度至少為 < 中 >

## Set up backup mailbox

The backup mailbox is an important tool when you forget your password. It allows you to receive a password change letter through the backup mailbox so that you can reset your password. If you haven't set up a backup mailbox yet, please follow the steps below.

step:

1. Log in to your account and go to "Personal Settings > Mailbox Security > Backup Mailbox"
2. Enter the account number (including domain) of the backup mailbox and confirm again
3. Complete settings



The screenshot shows the 'Set Backup Email' window in the Openfind MAIL2000 application. The left sidebar contains navigation options: Compose, Folders, Contacts, My Drive, Info Center, and Preferences. Under Preferences, there is a 'Privacy' section with sub-items: Login Log, Password, and Backup Email. The main area of the window has the title 'Set Backup Email' and a subtitle 'If you forget your password, you can reset it by backup email.' Below this, there are two input fields: 'Backup Email:' and 'Check Backup Email:'. Both fields contain the text 'user@mailcloud.com.tw' and have a red asterisk to their right. To the right of the 'Check Backup Email' field is the text 'Enter the Email again'. At the bottom of the window are two buttons: 'Set' and 'Cancel'.

If you follow the steps above, you'll be able to set up a backup email address. Please be sure to keep your backup email account number and password safe so as not to forget again.