

Password Change How to...

To change existing email passwords please visit our website at

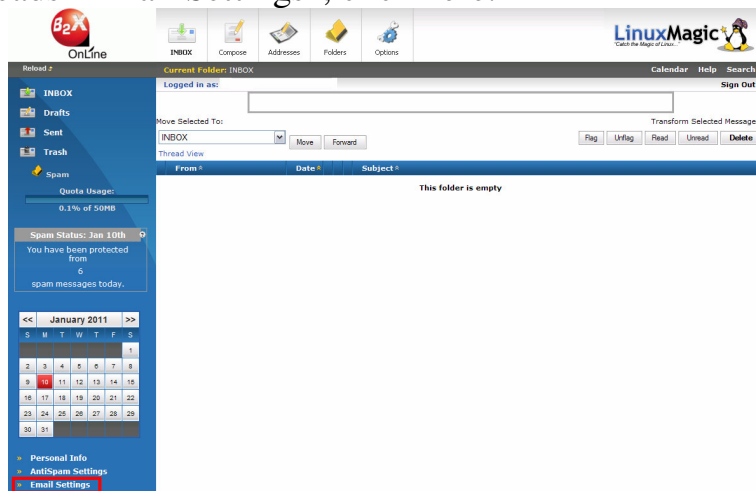
<http://www.b2xonline.com>

Along the left hand side of the page you will see a place to check your email.

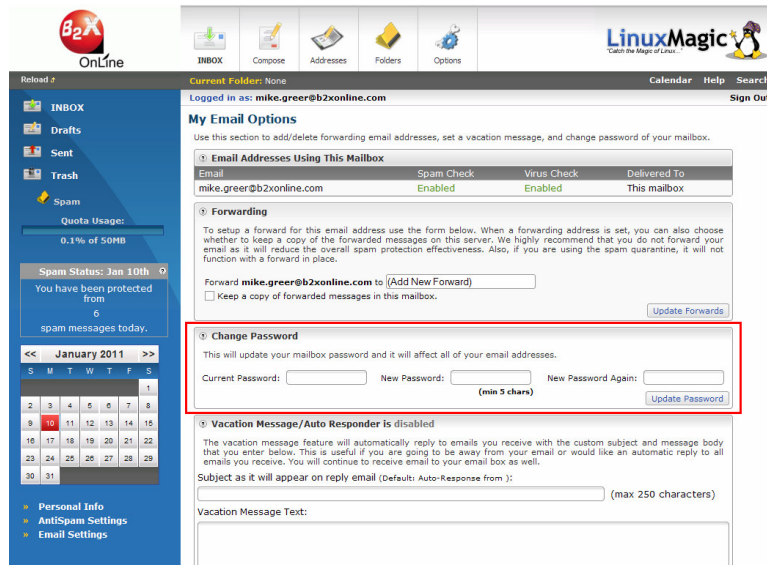


Log in using your current credentials, (ie. full email address including the @b2xonline.com and your current password)

Once logged in you will notice an option at the bottom left of the screen that reads “Email Settings”, click here.



Once here you will see the second section on the page that reads “Change Password.”



Remember to enter the new password twice in the appropriate boxes. The new password should be at least 5 characters long and include **CAPITOL** and lower case letters and at least one number. Please make note of the new password for your records.

Also remember to change your passwords for you email client (ie. Outlook, Outlook Express, Thunderbird etc.)

If you have problems please contact Technical Support Monday –Friday, 8:30am-5:00pm at 540-389-7924(option 2) and we will be more than happy to assist you.