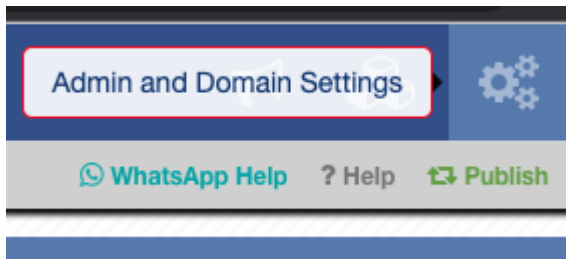# Instructions how to manage your email addresses or retrieve your email password

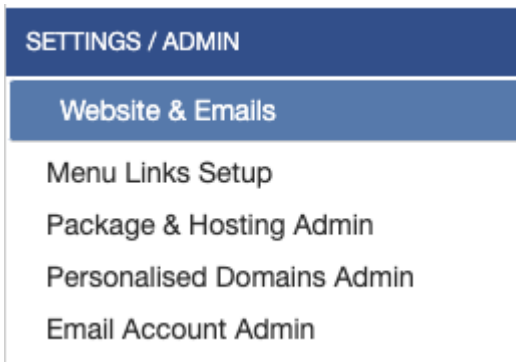1. Go to www.kwikwap.co.za

2. Go to login in the top right

   LOGIN

3. Log in with your Kwikwap username and password. If you don't know it ask you Kwikwap consultant or email info@kwikweb.co.za

4. Once you have logged in, go to Admin & Domain Settings at the top right at the gear icon:
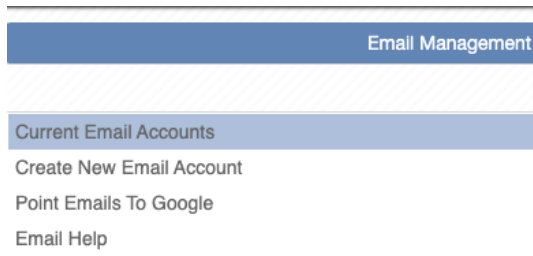

5. Then go to Email Account Admin

6. It will show you the following options:

Instructions how to manage your email addresses or retrieve your email password

To Edit, Delete or Forward your current email addresses click on "Current Email Accounts"

You will see these options:

These options are self explanatory.

The Editing of the email account password works as follows:

The email passwords are encrypted (for security reasons), so if you did not write it down the only way to see it is to create a new email password.

The system will show a generated password that you can accept by clicking in the Password box until it turns green (or you can choose your own password within certain parameters which we show on the screen):

Instructions how to manage your email addresses or retrieve your email password

KWIKweb
Websites - fast, easy, powerful

Edit Email Account	
Email Account:	info@emailhelp.co.za
Old Password:	$2y$10$IPZDToZLra3aMXhCOX/2GO48nwebJLFlFSLjheKWsnA1qJVaANX.

> Please ensure that you copy this password as you will not be able to
> Once you submit this form the password will be encrypted.

Password:	SecAdd*IntSme*210

PS: Ignore the Old Password as that is the encrypted version and won't work

Once the **box** is **green**, copy the password and paste it somewhere safe (you won't be able to see it again as it gets encrypted).

Password: SecAdd*IntSme*210

Then click on the blue submit button at the bottom.

SUBMIT

7. To create a new email account click on Create New Email Account. To point your emails to Google Workspace click on Point Emails to Google.

8. Visit www.emailhelp.co.za to see Email Setup Guides, Troubleshooting etc

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If you have changed your email password, make sure you update the password in all your devices that access the email account. Failing to do that will block your emails for 15 minutes.

Instructions how to manage your email addresses or retrieve your email password

See here how to to change your password in your email program:

https://www.emailhelp.co.za//a/38942/update-email-password-in-email-program