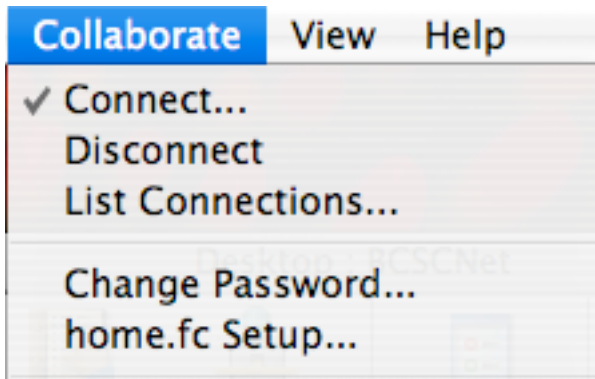
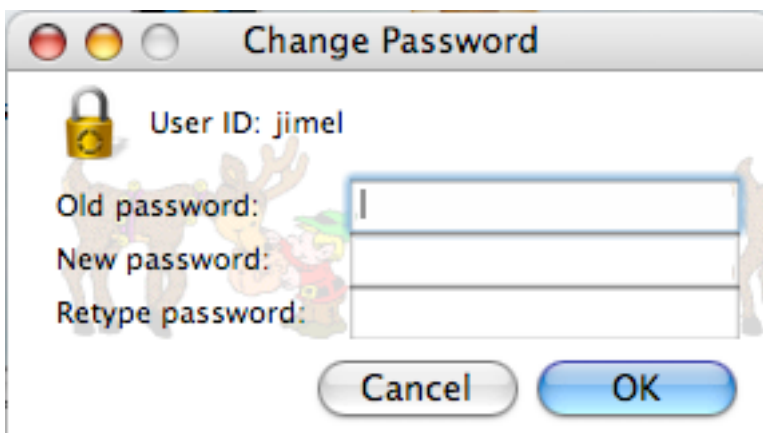


Changing Email Password

1. Launch First Class. Login using your username and password.
2. In the menu bar select, “**Collaborate**”. Then “**Change Password**”.



3. Type your old password and new password in both sections. Click **OK**.



4. Quit Firstclass and re-login using your new login credentials.

You have now successfully changed your email password