

# How to reset password for Postmaster Account

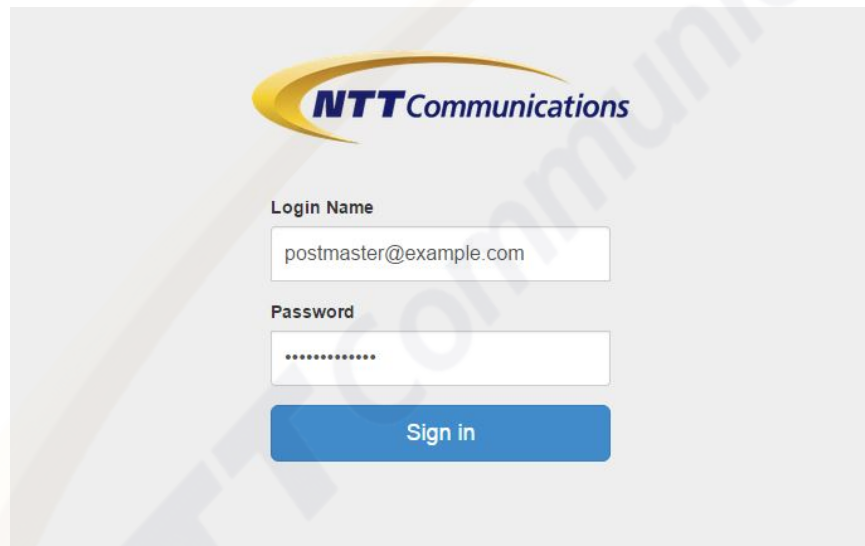
## NTTCT Mail Hosting Service Account Management

(Mail Hosting: NTT Communications (Thailand) Co., Ltd.)

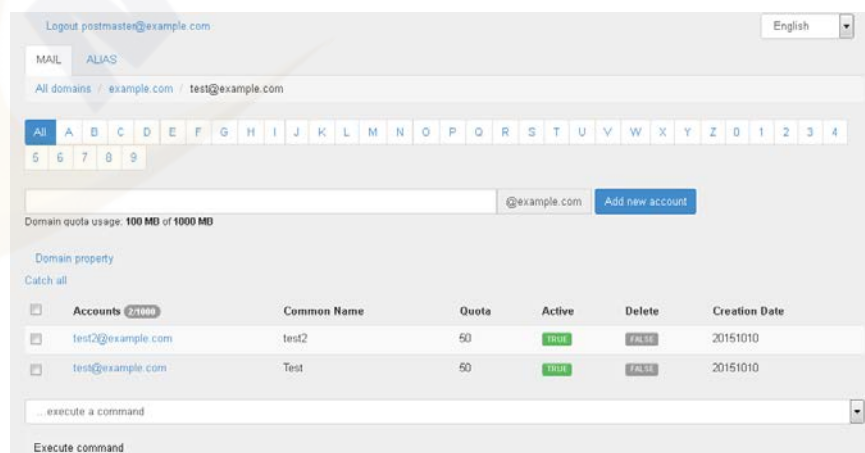
### About This Document

This document is intended to be a quick reference guide to follow for administrator to manage domain

- Open a web browser and go to <https://mailadmin.ntt.co.th>  
Then type administrator username and password

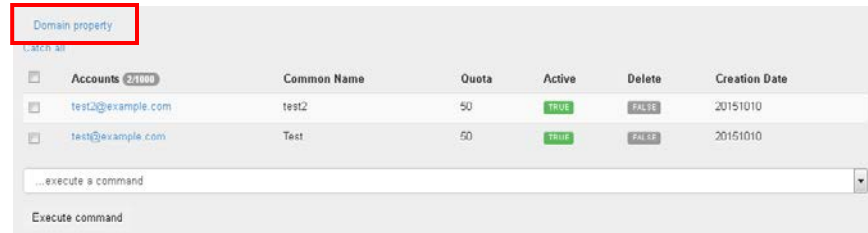


- After successfully login, you will see accounts list screen



Accounts	Common Name	Quota	Active	Delete	Creation Date
<input checked="" type="checkbox"/> test2@example.com	test2	50	TRUE	FALSE	20151010
<input checked="" type="checkbox"/> test@example.com	Test	50	TRUE	FALSE	20151010

- Click at “ **Domain Property** ” on the left side of page.



- Type the new password into Password box and Re-type the password again into Confirm Password box. Then click “ **Modify domain** ” to reset password

**Note:** The password must have lower case[b], upper case [B], digit [0-9] and 8 characters at least.

MAIL ALIAS

All domains / example.com

All A B C D E F G H I J K L M N O

5 6 7 8 9

Domain example.com

1

Password

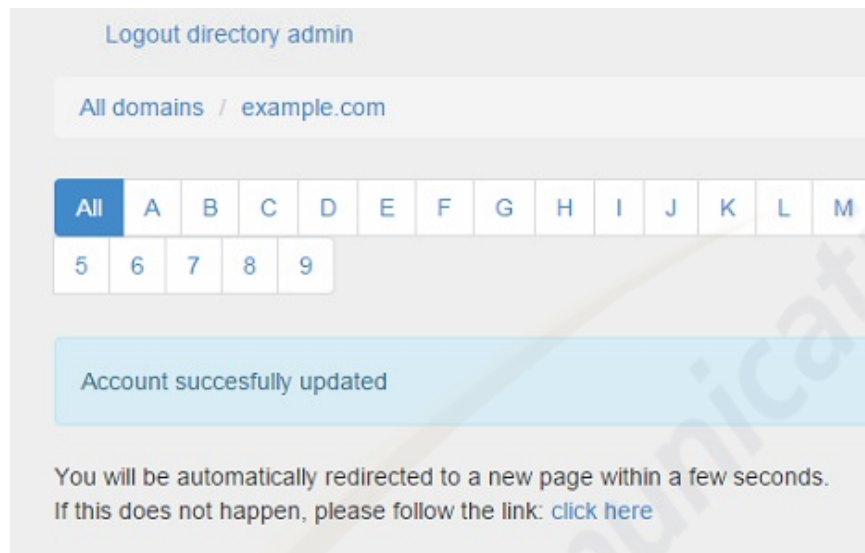
Confirm Password

MAIL Can edit Accounts YES

2

Modify domain

- Administrator will see the status notification showing as “ **Account successfully updated** ”



The screenshot shows a web interface for managing mail accounts. At the top, it says "Logout directory admin". Below that, there's a breadcrumb trail: "All domains / example.com". A navigation menu is visible with tabs for "All", "A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L", and "M". Below the menu, there are buttons for "5", "6", "7", "8", and "9". A prominent blue notification box in the center contains the text "Account succesfully updated". Below the notification, a message states: "You will be automatically redirected to a new page within a few seconds. If this does not happen, please follow the link: [click here](#)".

Last update: 11/10/2015