Section A. Changing your password

Web address of the webmail

http://webmail.cfss.edu.hk

CFSS Webmail [Main Page]


**Logging in to webmail and changing the password**

1. Click the [Internet Explorer] icon on your Desktop.

2. Enter `http://webmail.cfss.edu.hk` in the address bar.

3. Enter your **username** and **password** given to you in the previous page, then press “Login”

4. Renew your password immediately.

5. Type your **old password, new password** and **confirm new password**.

6. Login your account with **new password**
7. Select your favorite **language** and change the time zone to **(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi**

8. You can use the webmail now, You **MUST** check email regularly.