KSU Email Resource Account Log In & Initial Password Change

Zimbra Resource Account Log In

1. Open a web browser.
   
   **Note:** If you are logged in to your own email account, use a different browser for the resource account.

2. Go to [https://email.kennesaw.edu/](https://email.kennesaw.edu/).

3. The *Zimbra Web Client Log In – Central Authentication Service* page appears. Do not enter any log in information. Click **via this link**.


5. Click the **Log In** button.
Initial Password Change
After your initial log in, the first step is to change the default password.

1. To change the password, click the Preferences tab.

![Preferences Tab](image)

2. Under Preferences, click General.

![Click General](image)

3. Click the Change Password button in the Sign in section.

![Change Password Button](image)
4. The Change password pop-up window appears. Input the information as follows:
   a. Enter in the Old Password field (See Figure 6).
   b. Enter the new password for the resource account in the New password field (See Figure 6).
   c. Re-enter the new password in the Confirm field (See Figure 6).
   d. Click the Change password button (See Figure 6).

![Figure 6 - Change Password Window]

5. Click Save above the Preferences section.
6. Your resource account is now available for use.

Note: If you would like to grant someone access to this account, you can either give them the password that you created OR have them add the resource account mailbox as a shared mailbox.