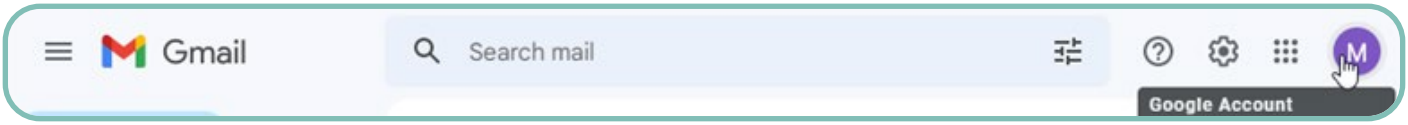
HOW TO CHANGE YOUR PASSWORD

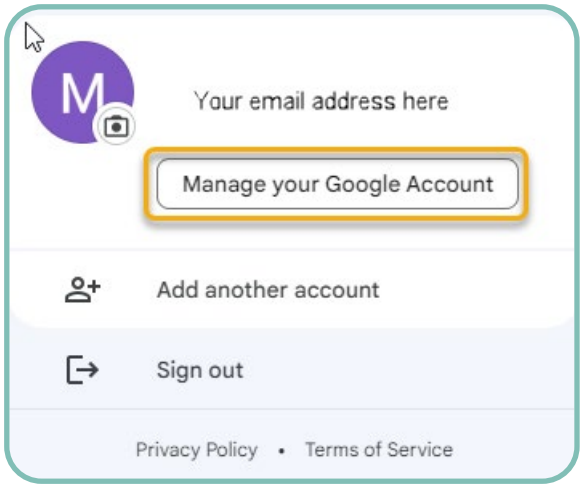
METROPOLITAN TITLE

IF YOU HAVE GMAIL:

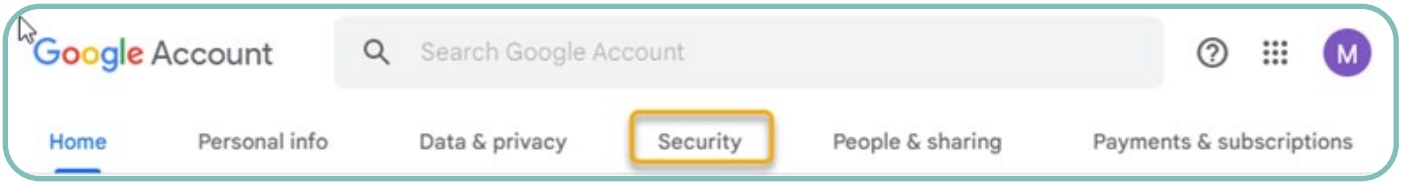
1. Click on the icon in the upper right that shows "Google Account" when you hover over it.



2. Click on "Manage your Google Account".

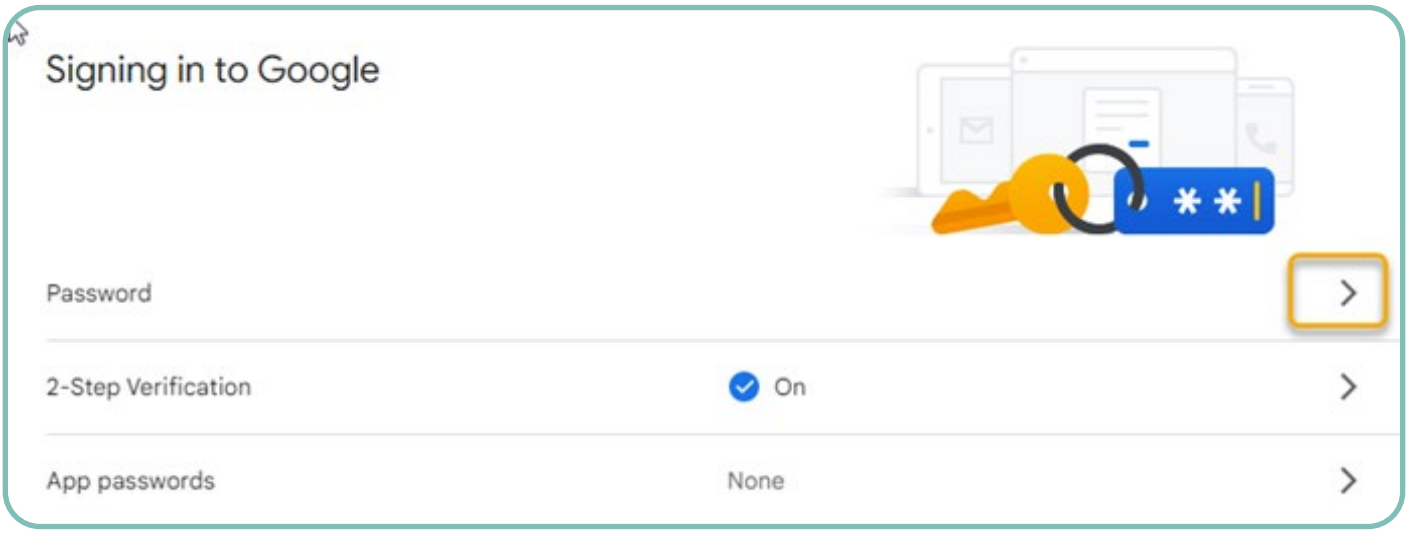


3. Click on "Security".

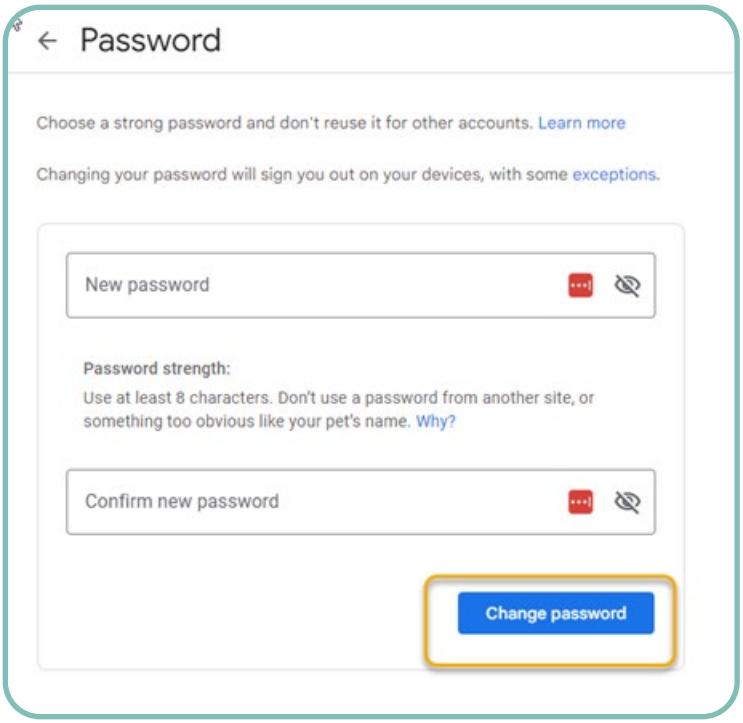


(If You Have Gmail continued next page)

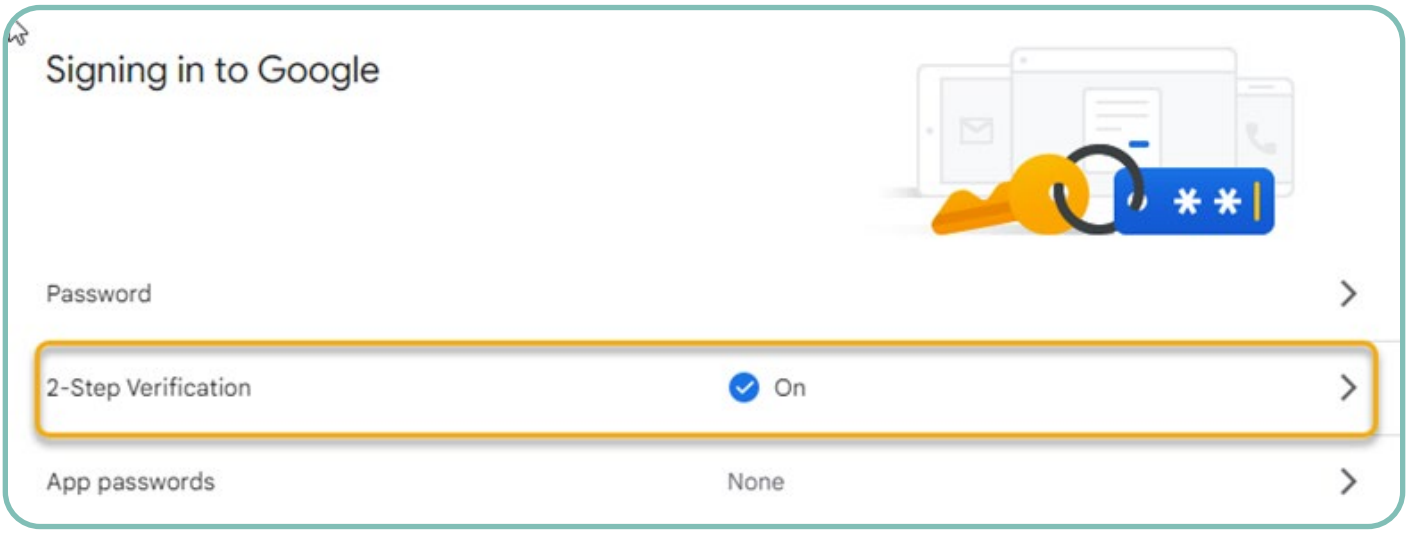
4. Scroll down to the “Signing in to Google” section.
5. Click on the arrow to the right of “Password”.



6. You may need to input your current password to move on.
7. Enter your new password and confirm your new password. Click on Change password.

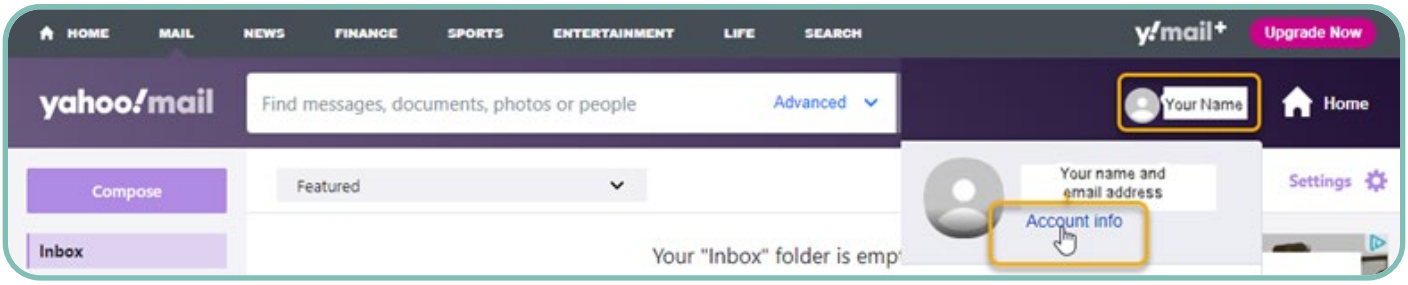


8. It is highly recommended that you enable 2-Step verification. There are many options to 2-Step verification and it helps ensure that your email account is not easily compromised. Everyone should do it!



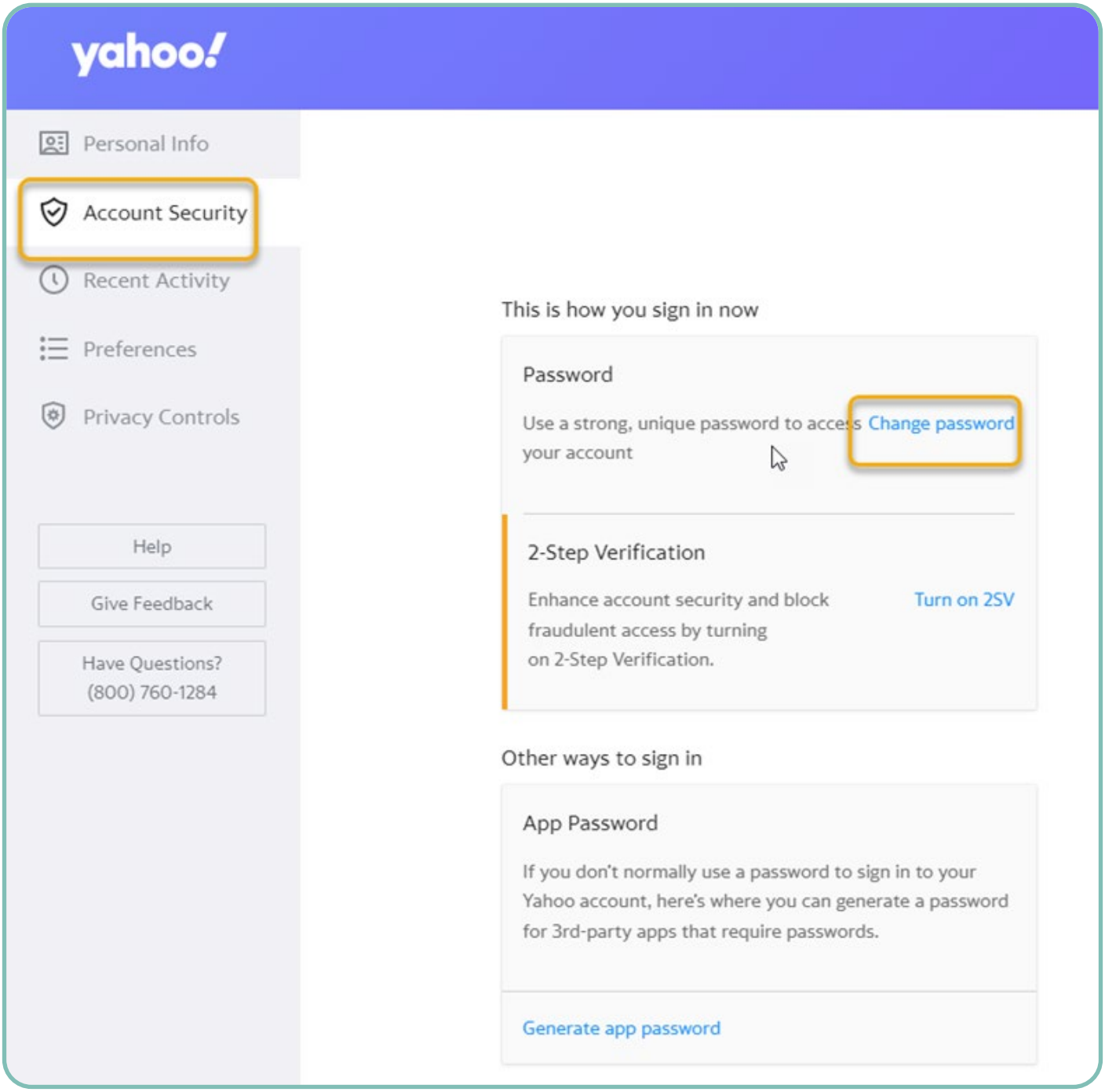
IF YOU HAVE YAHOO MAIL:

1. Log in to Yahoo Mail.
2. Click on the account icon in the upper right, then click on Account info.



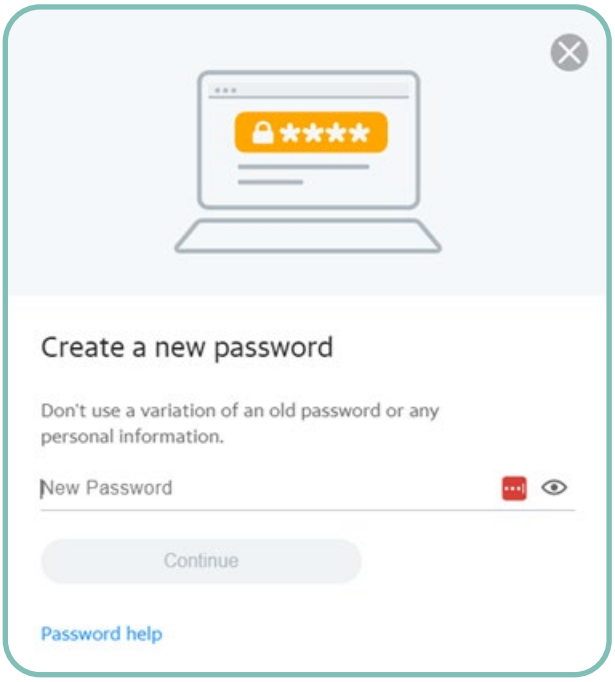
3. Click on “Account Security” then scroll down to the “Password” section.
4. Click on “Change password”.

(See image next page)

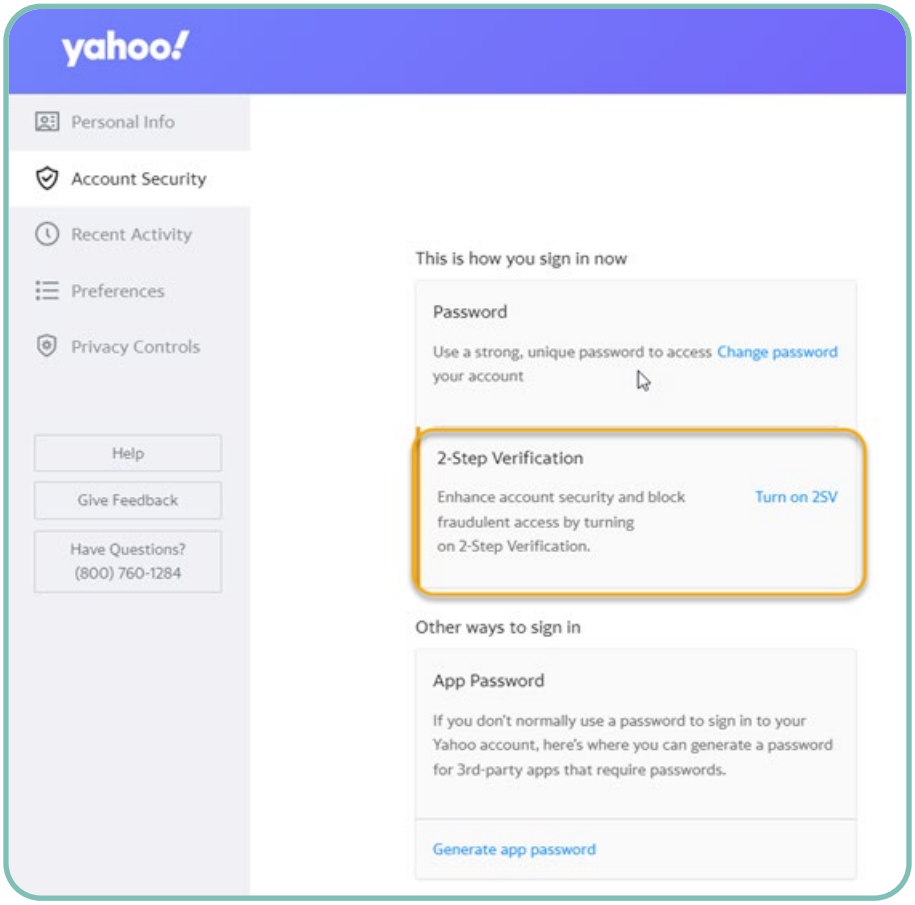


(If You Have Yahoo Mail continued next page)

5. Enter a New password.
6. Follow the guidelines for a strong password.

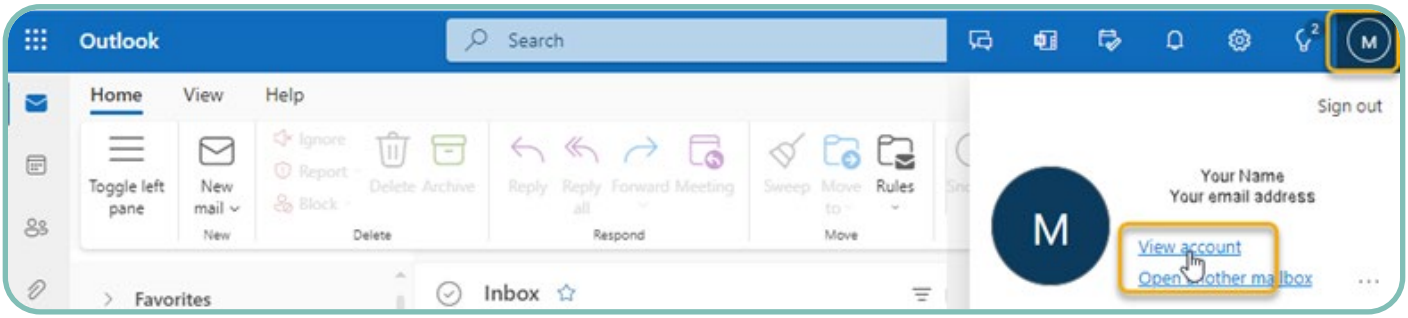


7. It is strongly encouraged to turn on 2-Step Verification.

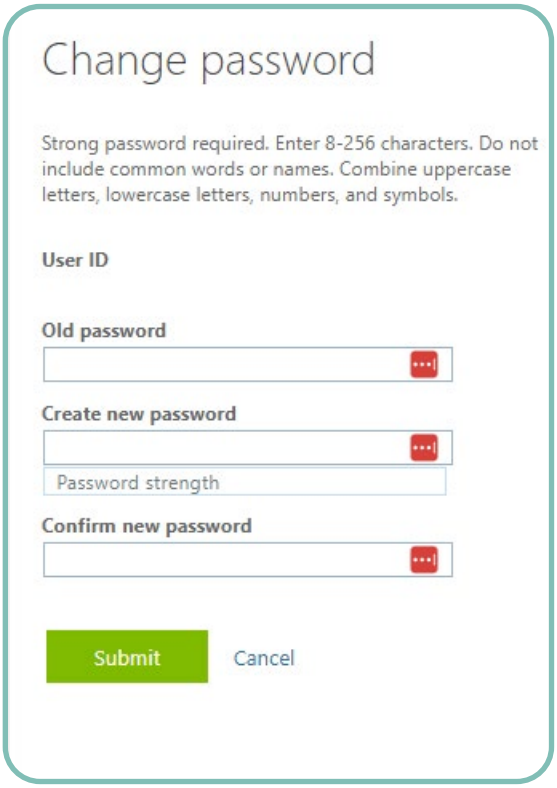


IF YOU HAVE OUTLOOK MAIL (WEB VERSION):

1. Log in to Outlook.
2. Click on the identity icon in the upper right.
3. Click on "View account".



4. Click on "Change Password".



5. It is highly recommended to enable multi-factor authentication. This should be in the Security Info tab.

*Note – There are several versions of Outlook and Microsoft mail, so these instructions may not be for your version. You can find instructions online for your version.

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