



Proofpoint Essentials

Reset Admin Password

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To change your password, perform the following steps:

- Log into the Interface Console <https://us1.proofpointessentials.com> by clicking a link in the Spam Quarantine Summary.
- Navigate to **User & Groups > Users** . Then **edit** your account from the user list.
- The Profile screen is displayed.

The screenshot shows the 'USER PROFILE' form in the Interface Console. The form is titled 'USER PROFILE' and contains the following fields and options:

- First name: John
- Surname: Smith
- Email Address: jsmith@demoreseller.com
- Mobile number: (empty field)
- User Privileges: Channel Admin (dropdown menu)
- Opt out of Admin & Customer Notifications: No (dropdown menu)
- Password: (empty field)
- Retype password: (empty field)

At the bottom of the form, there are two buttons: 'Save' and 'Cancel', separated by the word 'or'.

- Enter a new password in the **Password** and **Retype Password** fields.
- Click **Save**.
- Your password is set. You must use this password the next time you log in to the Interface Console.