

# How to Change Your Email/Network Password

## Password rules:

- 8 characters minimum
- Combine letters and numbers
- Include capital and lowercase letters
- Include a special character such as %

## If you are staff or faculty and in your college office:

### PC

1. Press: Control + Alt + Delete
2. Choose Change Password...
3. Type your old password
4. Then type your new password
5. And again type your new password in the 3<sup>rd</sup> empty box
6. Click OK

### MAC

1. Click the Apple
1. Choose System Preferences...
2. Under System, click Accounts
3. Choose your name from the list of accounts
4. Click the Change Password button
5. Enter your old password
6. Type the new password and type it again in the verify box
7. Click Change Password
8. Log Out of the computer
2. Log In to the computer

## If you are at home and can log on to mail.etown.edu:

1. You must use Internet Explorer for a browser
2. In the upper right corner of the screen, click Options



3. On the left side, select Change Password



4. In the Change Password window, type your old password, new password and retype to confirm

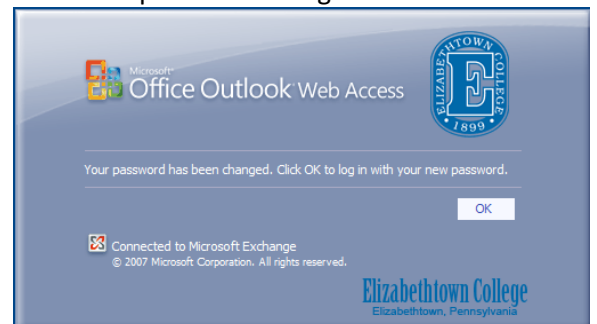
## the new password

A screenshot of the Outlook Web Access 'Change Password' dialog box. It has a 'Save' button in the top left and a user icon in the top right. The title is 'Change Password'. Below the title, there is a key icon and the text: 'Enter your existing password, type a new password, and then type it again to confirm it.' Below that, it says: 'After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook Web Access after your password has been changed successfully.' There are three input fields: 'Domain\user name:' with the value 'JAYNET\KELLIEK', 'Old Password:' with a masked password, 'New Password:' with a masked password, and 'Confirm New Password:' with a masked password.

5. Click SAVE

Make sure to do this or your password will not be changed

6. Successful password change notice



7. Click OK

8. Log on with your new password

A screenshot of the Outlook Web Access login screen. It shows the Microsoft Office Outlook Web Access logo and the Elizabethtown College logo. Below the logos, there is a 'Security (show explanation)' section with two radio buttons: 'This is a public or shared computer' and 'This is a private computer'. The 'This is a private computer' option is selected. Below that, there is a warning: 'Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.' There is a checkbox for 'Use Outlook Web Access Light'. Below that, there are input fields for 'User name:' with the value 'kellek' and 'Password:' with a masked password. There is a 'Log On' button. At the bottom, it says 'Connected to Microsoft Exchange © 2007 Microsoft Corporation. All rights reserved.' and the Elizabethtown College logo.