

How to Change Your Password

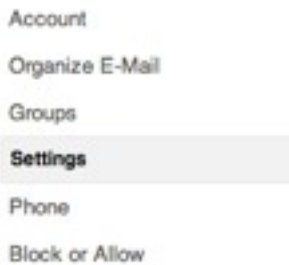
1. Click **Options**



2. Select **Change Your Password**



3. Click **Settings**



4. Make sure **Password** is selected.
5. Fill out the following:
Current password
New password
Confirm new password

A screenshot of a "Change Password" form. At the top, there is a navigation bar with icons for "Mail", "Calendar", "General", "Regional", and "Password" (which is highlighted). Below the navigation bar, the form title "Change Password" is displayed. The form contains the following text: "Enter your current password, type a new password, and then type it again to confirm it." and "After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully." Below this text, there are three input fields: "Current password:", "New password:", and "Confirm new password:". The "Domain/user name:" is pre-filled with "CANYONSDISTRICT\camille.cole". At the bottom right of the form, there is a "Save" button with a green checkmark icon.

6. Click **Save**