

# 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:

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

## 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 'Change Password' dialog box. It contains the following text: 'Enter your existing password, type a new password, and then type it again to confirm it.' Below this, 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.' The dialog box has three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. The 'Domain\user name:' is 'JAYNET\KELLIEK'. There is a 'Save' button at the top left.

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

