

In you have a Windows workstation permanently assigned to you;

- a. Press the **[CTRL] + [ALT] + [Delete]** Keys simultaneously on your keyboard.
- b. Click the third option “Change password”



Enter in the following fields;

1. Enter you User name: example; 'jdoe'
2. Old password
3. New password
4. Confirm password



Click the arrow button

You will receive a confirmation that your password has been changed



Note: *Once you log on windows with your new password, you may be prompted to enter password in Outlook and Lync.*

- a. Username: [yourusername@domain.com](#)
- b. Password: (enter your new password)
If you *also* have an iPad/iPhone Enter the new password when prompted with the 'Incorrect Password' dialog box and press the OK button:

