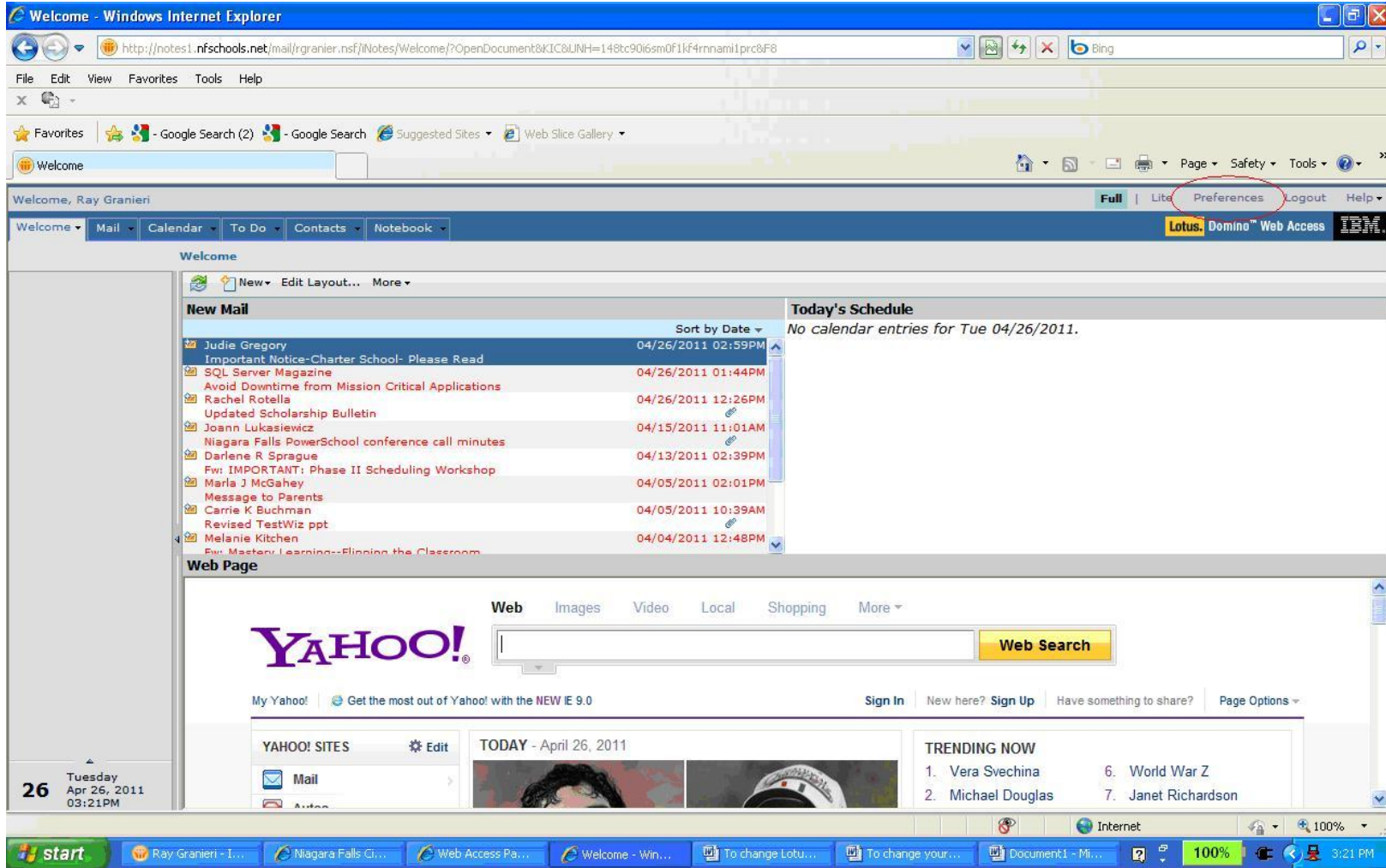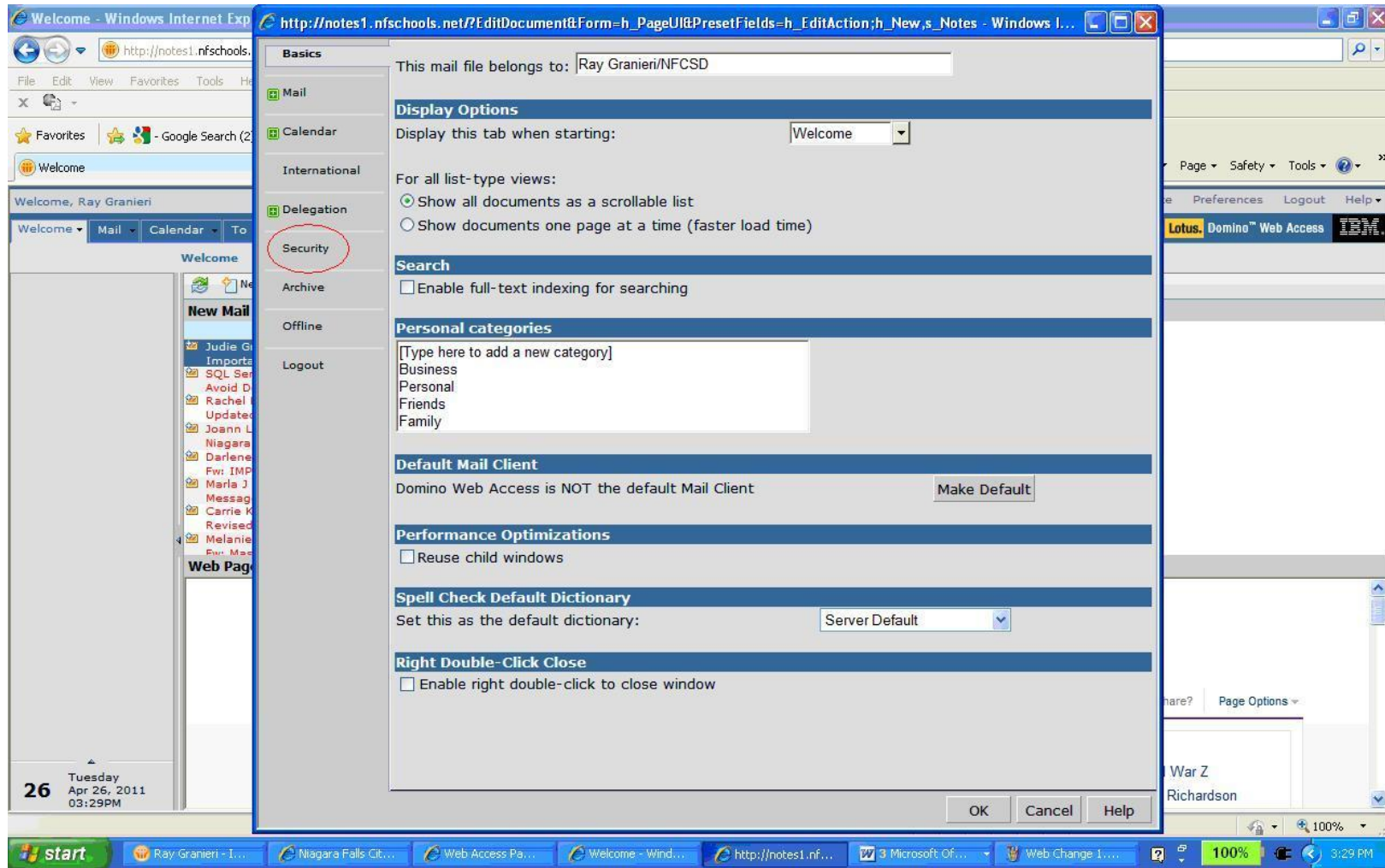# Instructions to Change the Lotus Notes Web Password

To change your Lotus Notes web mail password, logon to your web mail with your current web mail logon credentials.
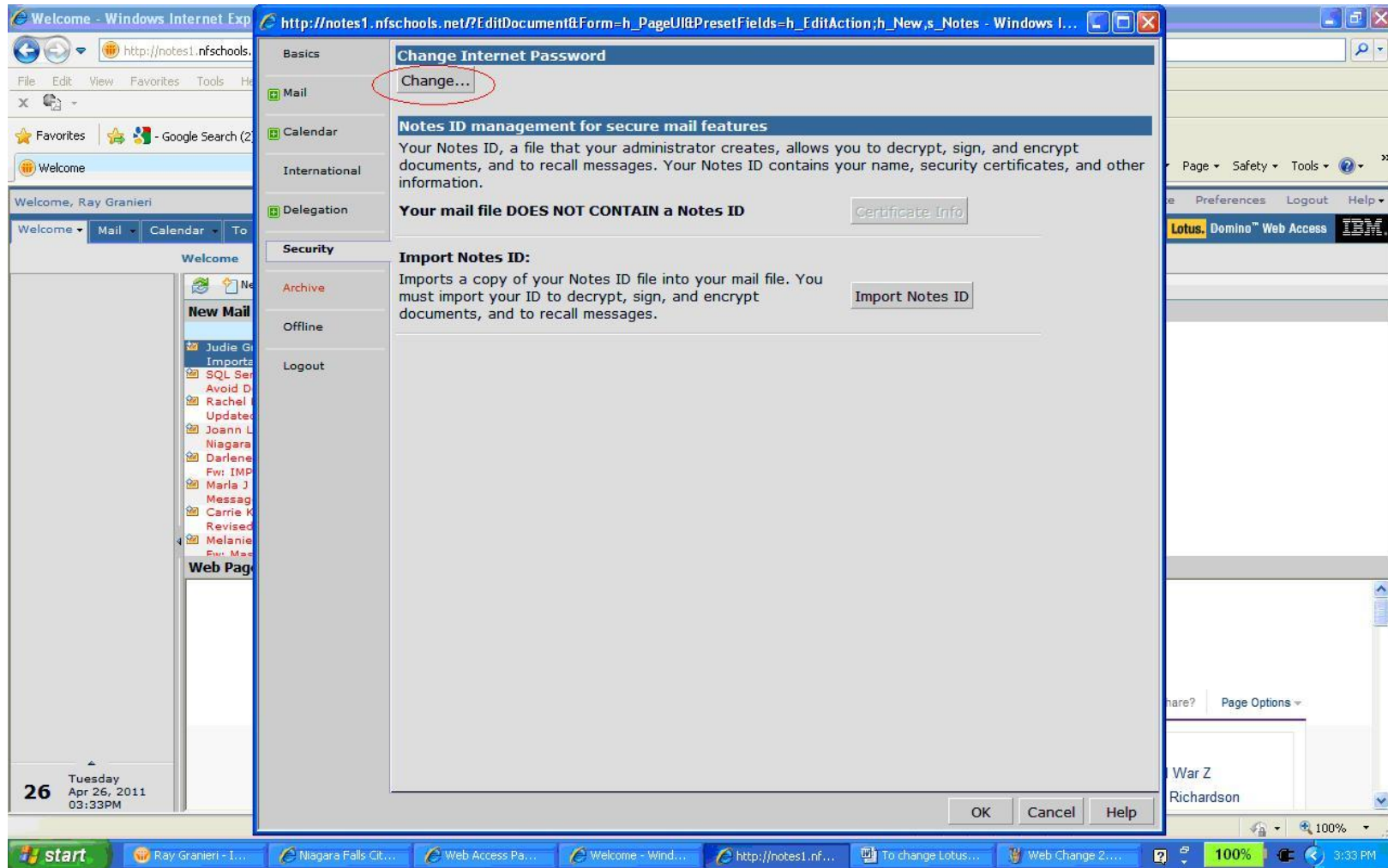
Once you are logged on, open staff e-mail, and click on Preferences which is located in the upper right corner of the page.
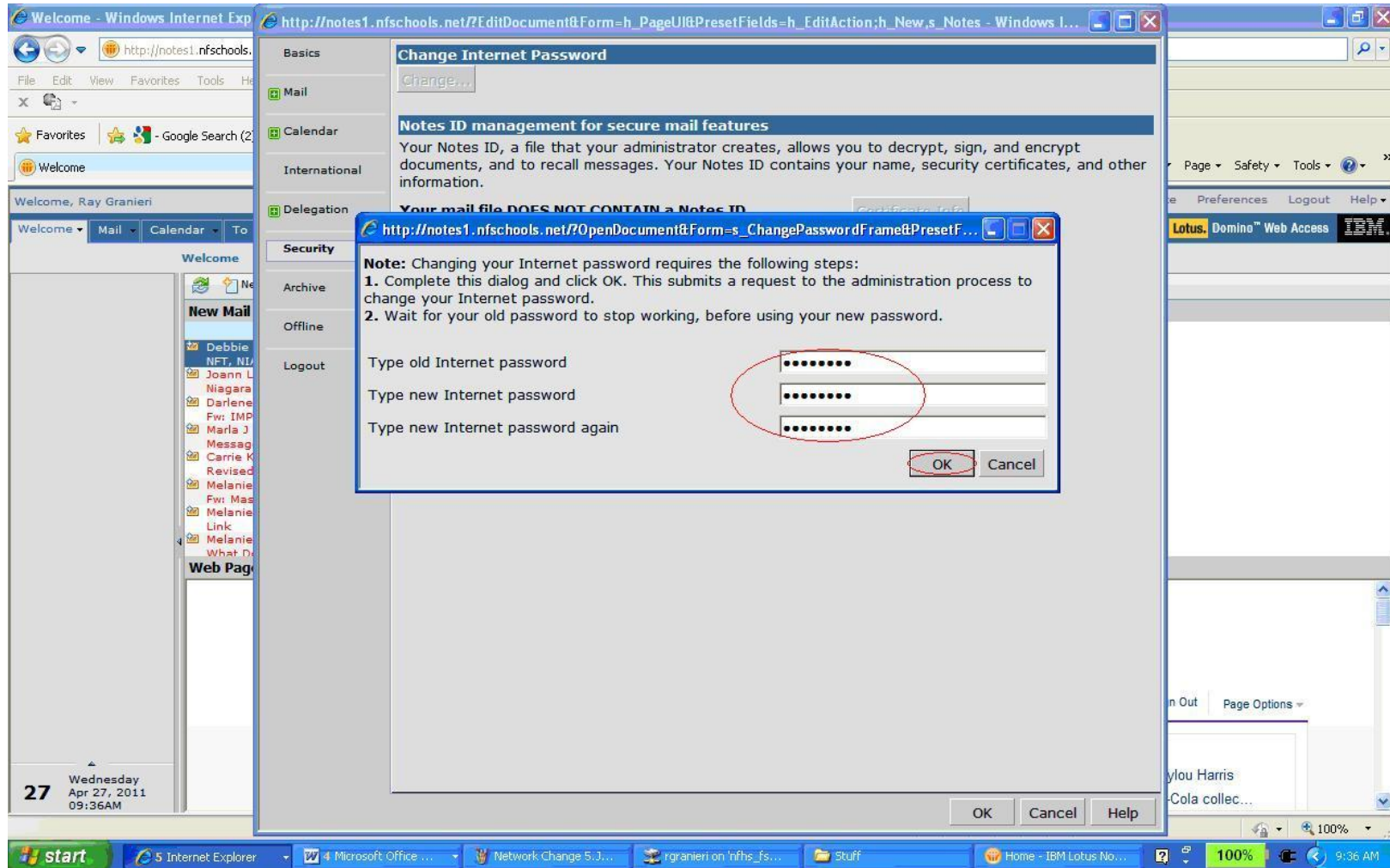
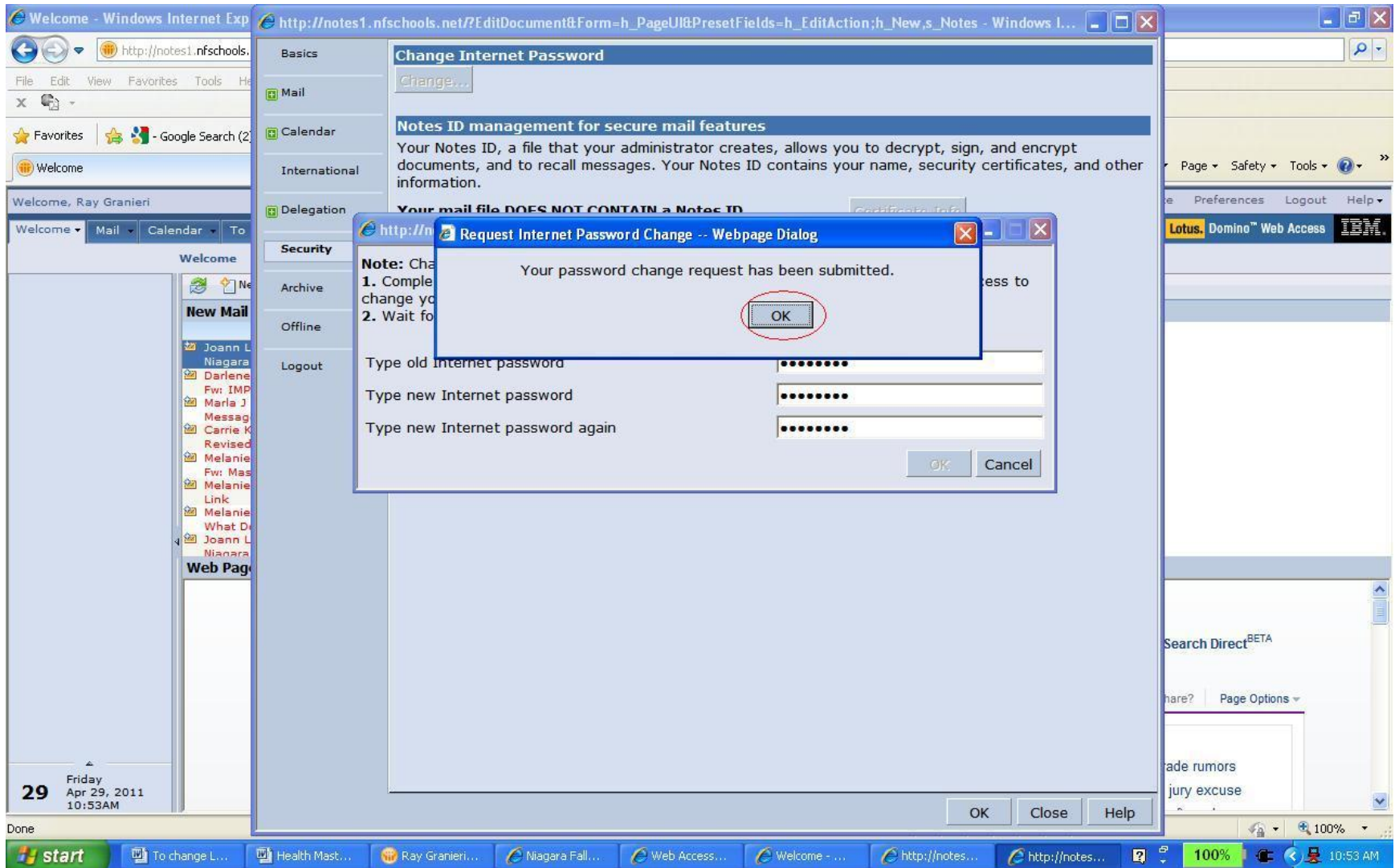Click on Security.

Click the 'Change…' button.

Type in your old Internet password and your new Internet password twice. Click the 'OK' button to continue.

*Note - password must be at least 8 in length, contain at least one capital and at least one number.

Click the 'OK' button to continue.

Click 'OK' to complete the process.