

## ***To change your password*** (logged on to local network)

Step 1: press **ctrl+alt+delete**

Step 2: select **Change Password** button (lower left) from dialog box titled “Windows Security”

Step 3: **enter passwords** as indicated and click the **OK**

Step 4: you will return to “Windows Security” dialog box, select **Cancel** button

**Your Windows password is changed.**

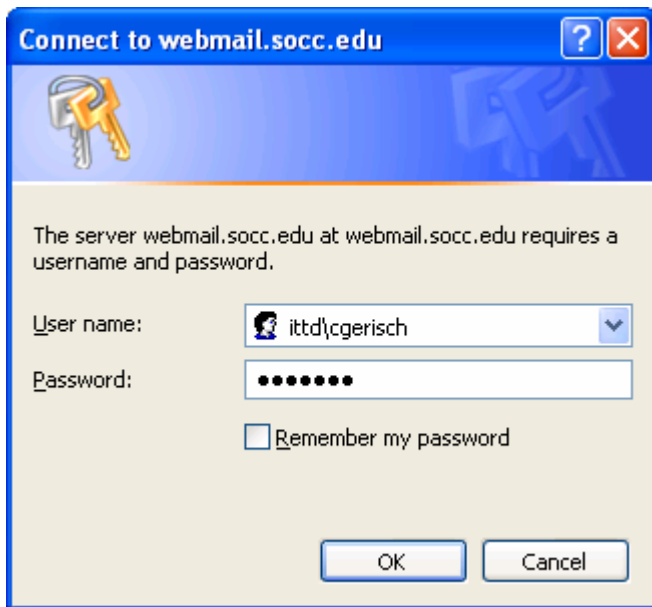
## ***To change your password*** (through Outlook Web Access)

Step 1: Log in to Outlook Web Access

Step 2: Click **Options** button at bottom

Step 3: Scroll to bottom of Options page and click Change password button

Step 4: In the connection window, enter `ittd\your username` for User Name: and the password you used to log into webmail for Password:

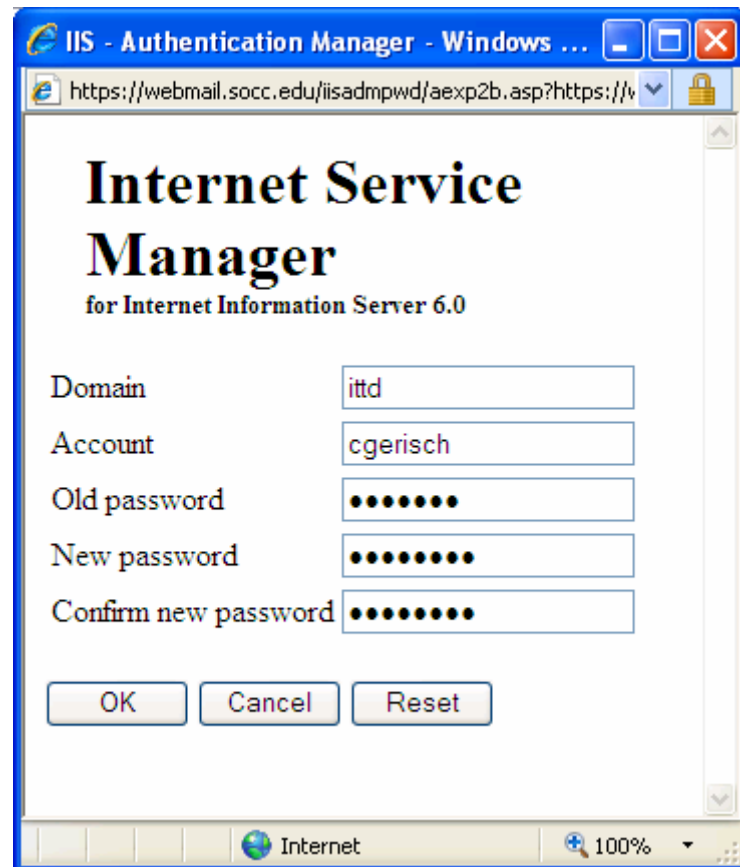


Step 5: In the Internet Service Manager window, put `ittd` in for Domain, your username (without `ittd\`) for account, and your current password and new password in the appropriate boxes.

Step 6: Click **OK** (not **Reset**)

Step 7: Click the link to close Internet Service Manager and take you back to Outlook Web Access

**Your Windows password is changed.**



## ***Creating strong passwords***

To help keep your computer more secure, you should use a strong password. While this is a good practice in general for all of your computer accounts, it is especially important for your network logon and for the Administrator account on your computer.

For a password to be strong, it should:

- Be at least seven characters long. Because of the way passwords are encrypted, the most secure passwords are seven or 14 characters long.
- Contain characters from each of the following three groups:

<b>Group</b>	<b>Examples</b>
Letters (uppercase and lowercase)	A, B, C... (and a, b, c...)
Numerals	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
Symbols (all characters not defined as letters or numerals)	` ~ ! @ # \$ % ^ & * ( ) _ + - = { }   [ ] \ : " ; ' < > ? , . /

- Have at least one symbol character in the second through sixth positions.
- Be significantly different from prior passwords.
- Not contain your name or user name.
- Not be a common word or name.

Passwords can be the weakest link in a computer security scheme. Strong, hard-to-guess passwords are important because the tools and computers that people use to guess passwords continue to improve. Network passwords that once took weeks to guess can now be guessed in hours.

Password-guessing software uses one of three approaches: intelligent guessing, dictionary attacks, and automation that tries every possible combination of characters. Given enough time, the automated method can guess any password. However, it can still take months to guess a strong password.

Windows passwords can be up to 127 characters long. However, if you are using Windows XP on a network that also has computers using Windows 95 or Windows 98, consider using passwords not longer than 14 characters. Windows 95 and Windows 98 support passwords of up to 14 characters. If your password is longer, you may not be able to log on to your network from those computers.