



NewNet 66

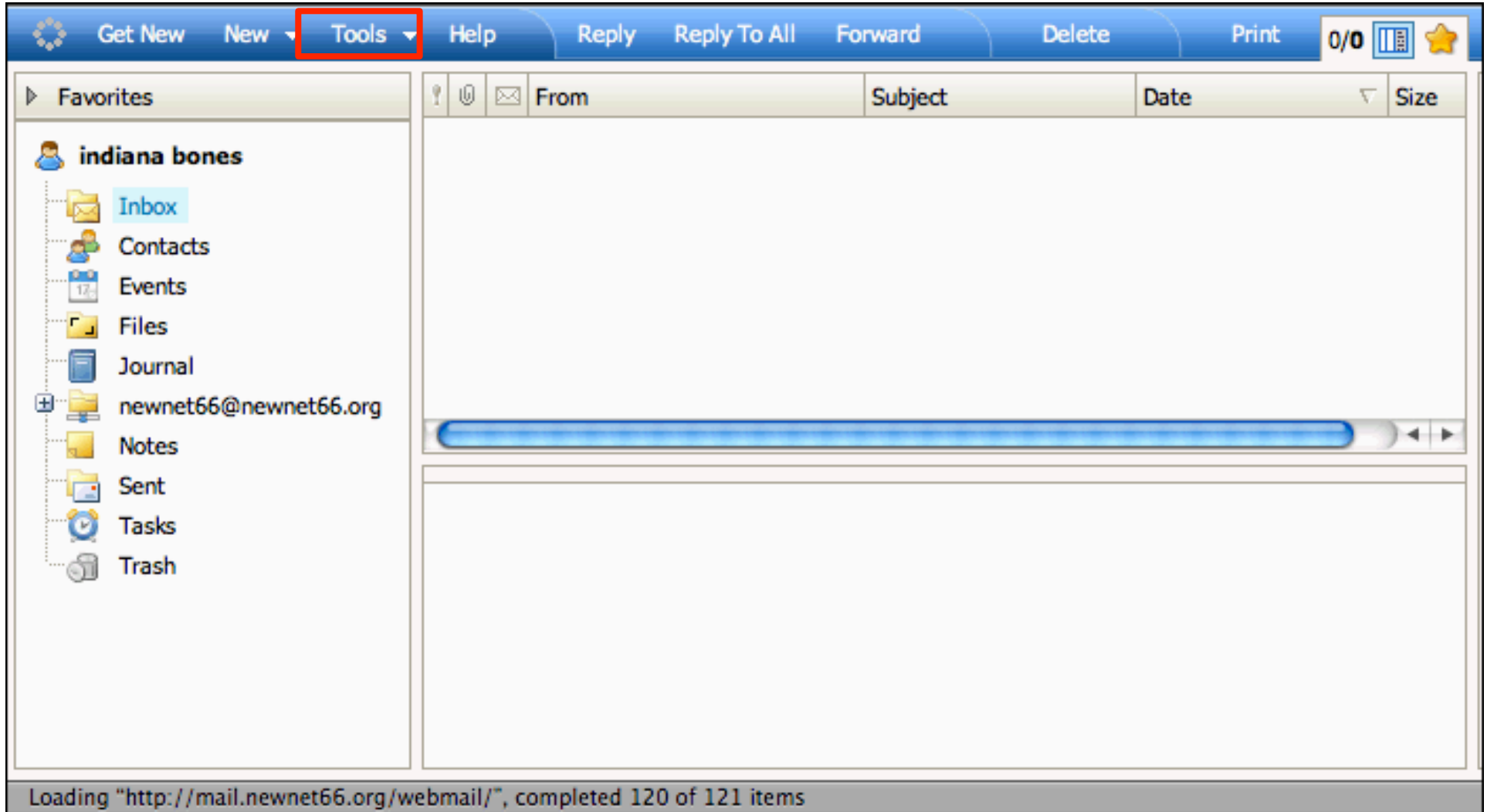
Changing Your Email Password

Step #1.

Login to your web mail account and click on the **"Tools"** link the choose "Accounts."

To login to web mail point your browser to <http://mail.yourdomain.k12.ok.us> (this is an example)

Be sure and login with your full email address in the username field.



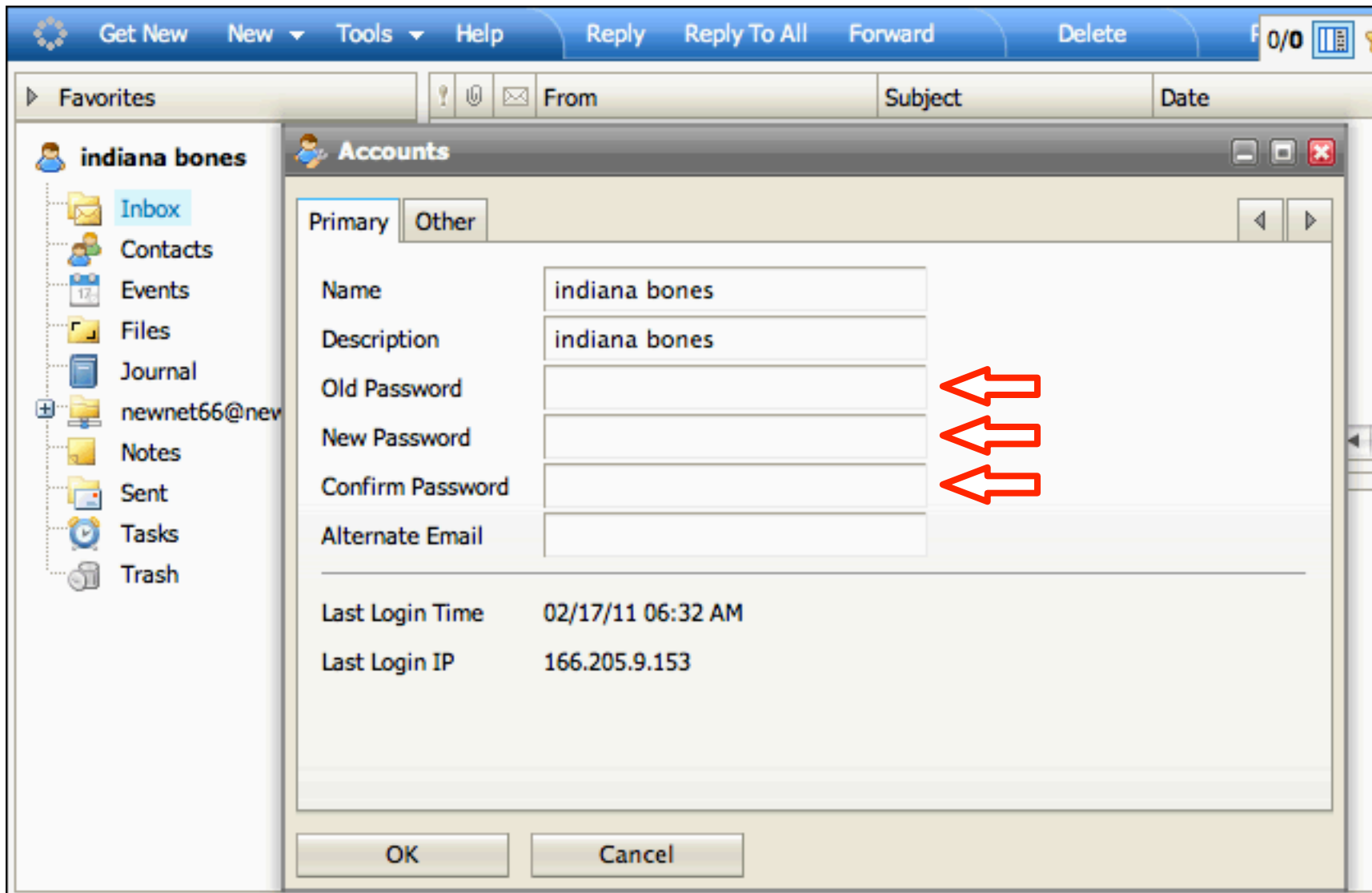


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Step #2.

In the accounts area enter your old password and your new password twice then click "OK."
Remember you must choose a password that conforms to the password requirements listed on page 3.





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Password Requirements are:

- ~ Passwords must contain a minimum of 8 characters with:
- ~ a minimum of one upper case letter (combination of upper and lower case letters)
- ~ a minimum of one lower case letter (combination of upper and lower case letters)
- ~ a minimum of one number
- ~ a minimum of one special character like * , % , \$, # , !

Helpful Hints:

- ~ Don't use your schools mascot name or the schools name for a password or any part of a password.
- ~ Do not use your domain name or any part of your domain name in the password.
- ~ The password should NOT contain the school name in any form.
- ~ Passwords like abc.123 , abc , Passw0rd , Password , Password1 , 123456 , can easily be guessed by the bad guys.