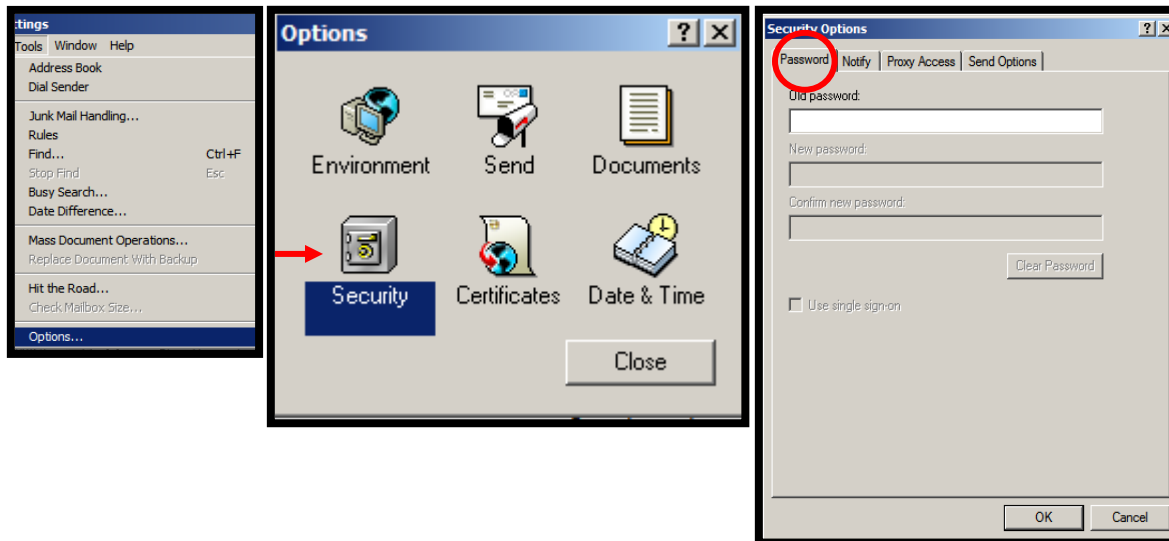


Changing Your GroupWise Password

Steps for Changing Your GW Password

1. Log into **GroupWise**
2. Click on **Tools/Options**
3. Click on the **Security** option
4. Under the **Password Tab** type your old password
5. Type your **New** password and **confirm** it.
6. Click **OK**.



**Note:*

Passwords are your keys to security in the world of technology. It is very important to change them often and make sure they are “strong”. A strong password should contain at least 8 characters, 1 upper-case and 1 lower-case letter, 1 number, and 1 symbol. (@,!,%,etc...) Be sure to keep your passwords in a safe place so others can not get to them. Security should be always on the back of your mind.