

Changing Passwords

Learn to change your password
In Smartermail, Outlook, and your phone.



CME Websites • {Code Media Essentials}
724-523-3001 • www.cmewebsites.com • info@cmewebsites.com

Password Requirements

- ▶ At least 8 characters (more is better)
- ▶ At least 1 upper case character (like A, B, C, etc.)
- ▶ At least 1 lower case character (like a, b, c, etc.)
- ▶ At least 1 number
- ▶ At least one special character (like * & ^ # @)
 - Special characters include the shift of all the number keys
 - Other characters like < > { } [] ; ~ +

What makes a good password?

- ▶ Easy for you to remember, hard for someone else to guess.
 - Don't use pet names, birthdays, your kid's names
 - Don't use any complete word found in the dictionary.
- ▶ The longer the better.
- ▶ Make a sentence you'll remember like "My first car was a 1993 Toyota!" and make that into a password like *M1stcw@1993T!*

What makes a good password?

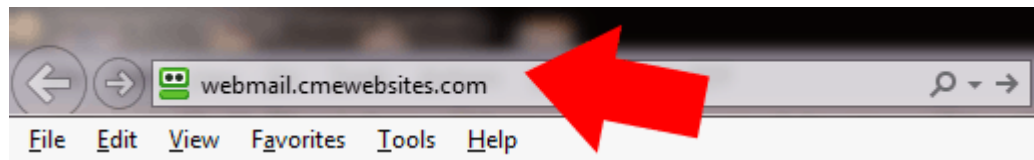
- ▶ Make a pattern on the keyboard like *7*9)YuiopHJk –*
 - Make it long and complex...it can't be 12345678
- ▶ Use a long phrase and replace letters with special characters.
 - Don't use a common phrase like "To be or not to be"
 - Create a long phrase or a song lyric. It's longer to type, but easy to remember
 - You CAN USE SPACES in your password.

What makes a good password

- ▶ A randomly generated password.
 - This can be harder to remember, but if your computer and phone memorize the password, you only have to type it once.
 - Go to www.random.org to generate random passwords

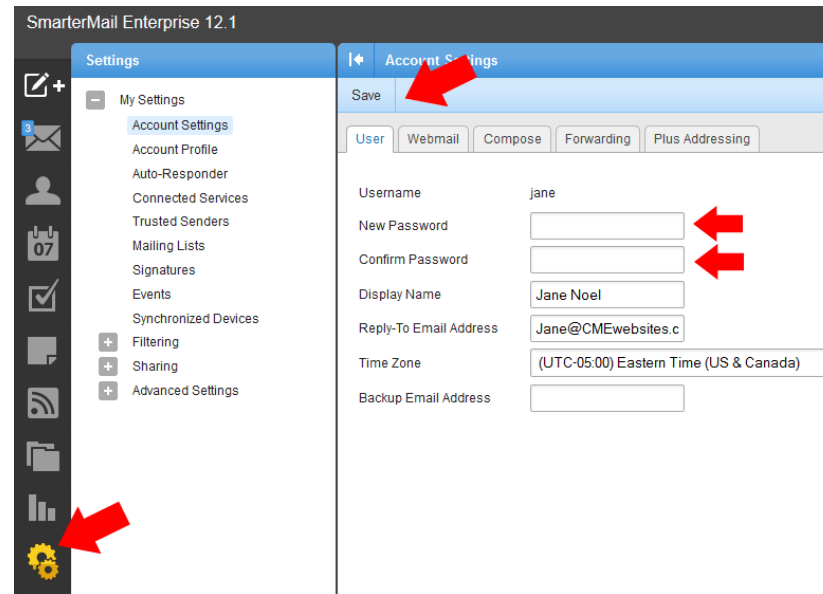
Changing Password

- ▶ You must know your current password. If you don't know your password, contact CME at 724-523-3001
- ▶ Go to webmail.yourdomain.com (for example, webmail.cmewebsites.com).
 - You are logging into your webmail interface just as you would to check mail.



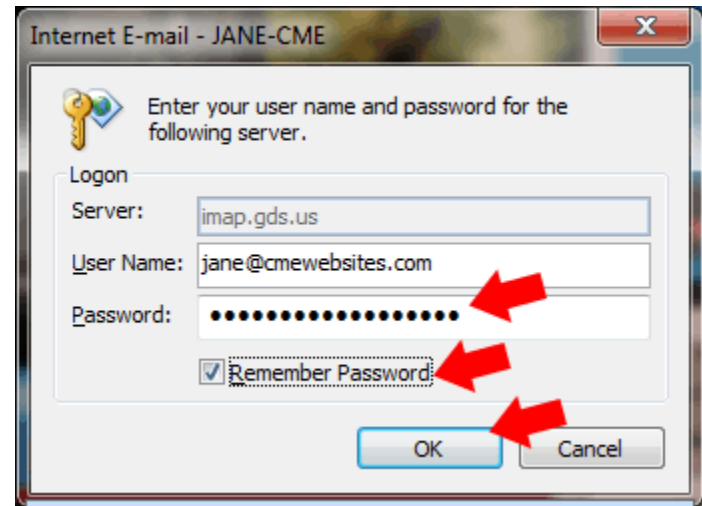
Changing Password

- ▶ Once you're logged in, go to Settings (the gear icon in the lower left)
- ▶ Type your new password.
- ▶ Type it a second time in the Confirm Password
- ▶ Click Save



Update Outlook & Phone

- ▶ The next time you use Outlook, it will ask for a new password. Enter the new password and check the "Remember" box.
- ▶ Click OK



- ▶ Go to your phone or tablet and edit the account settings to change the password.