

How to Reset a Password

1. Press Control-Alt-Delete on your keyboard
2. Select "Change a Password"
3. Under "Old Password" Enter your current password
4. Under "New Password" Enter a Semi-Complex password. It should contain the following: an upper case letter, a number, and a length of at least 8 characters long
5. Under "Confirm Password" e-enter your new password
6. Hit enter or click the arrow

Note: You will need to change the password for your Exchange corporate email account on your phone