

Email Password Change Policy

If you are currently being prompted to change your email password as you login to our email system, this is due to an enforced password policy that we applied to all accounts during our initial installation this summer.

To successfully change your email password, you will have to use a combination of the following characters:

- At least one Uppercase character (A-Z)
- At least one lowercase character (a-z)
- At least one number or special character (0-9) (\$, *, !)

Your password must also be at **least six characters in length** and should NOT contain your username.

Examples of suitable passwords would include:

Tor0n7*

G1asG0!

Changing your Email password

The following steps should be followed by all users, regardless of your email client (Outlook, Entourage, webmail).

1. Point your **web browser** to **<https://webmail.edu.yorku.ca>**
2. Login with your **current username and password**. For Faculty and staff, the username will be of the format firstinitiallastname (jmsith) and for students, the username will be in the format of firstname_lastname (john_smith)
3. After logging in, click on the **options** link (top right-hand-side)

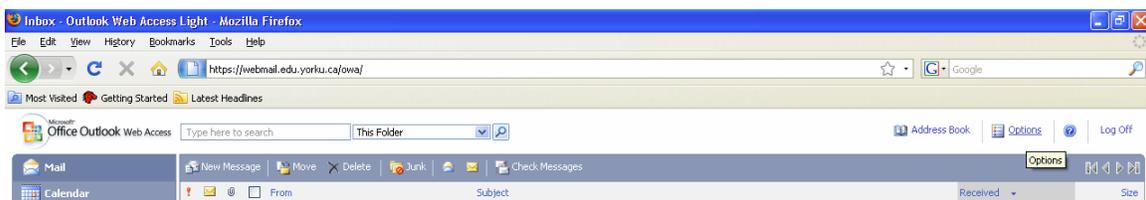


Figure 1 – the options link is located on the right-hand-side on all web browsers

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Password Security – Changing your Email Password

4. Within the options section, click on the **Change Password** option, which can be found on the left-hand side menu. You will now be asked to enter your current password and then a new password (twice for confirmation). Your new password must comply with the following requirements
 - a) Be at least 6 characters in length
 - b) Include at least one uppercase letter (A-Z)
 - c) Include at least one lowercase letter (a-z)
 - d) Include at least one number (0-9) and/or a special character (!,\$,*)

An example of such a password would be Tor0n1*

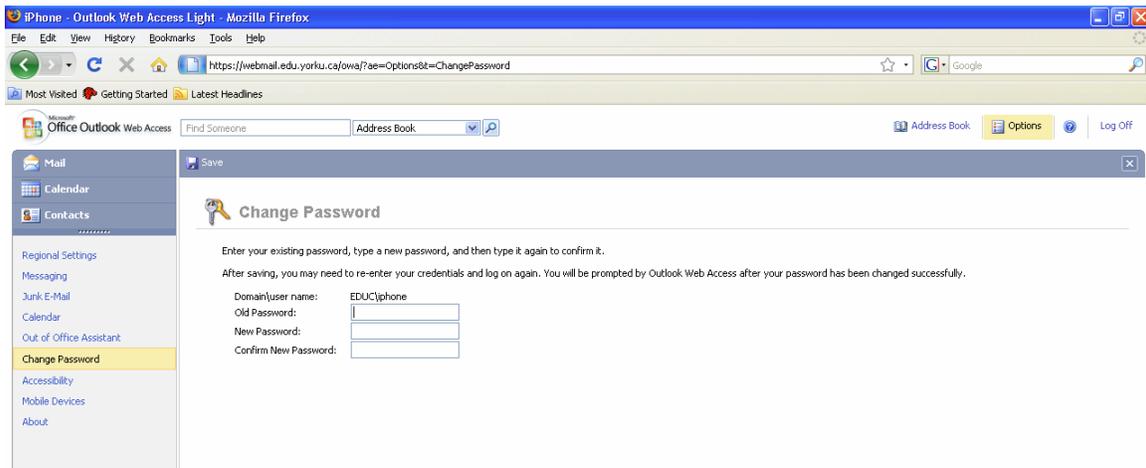


Figure 2 – The change password setting

5. After entering and confirming your new password, click on the **save** icon and you will be logged out from webmail.
6. Log back into webmail to confirm your new password has been successfully changed. After a successful password change, you may now use this password to access your email through your preferred email client (Outlook, Entourage, Webmail).