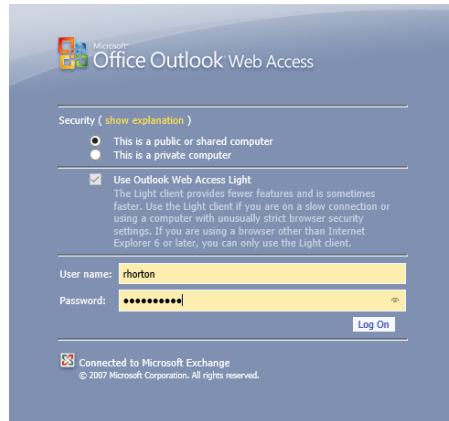


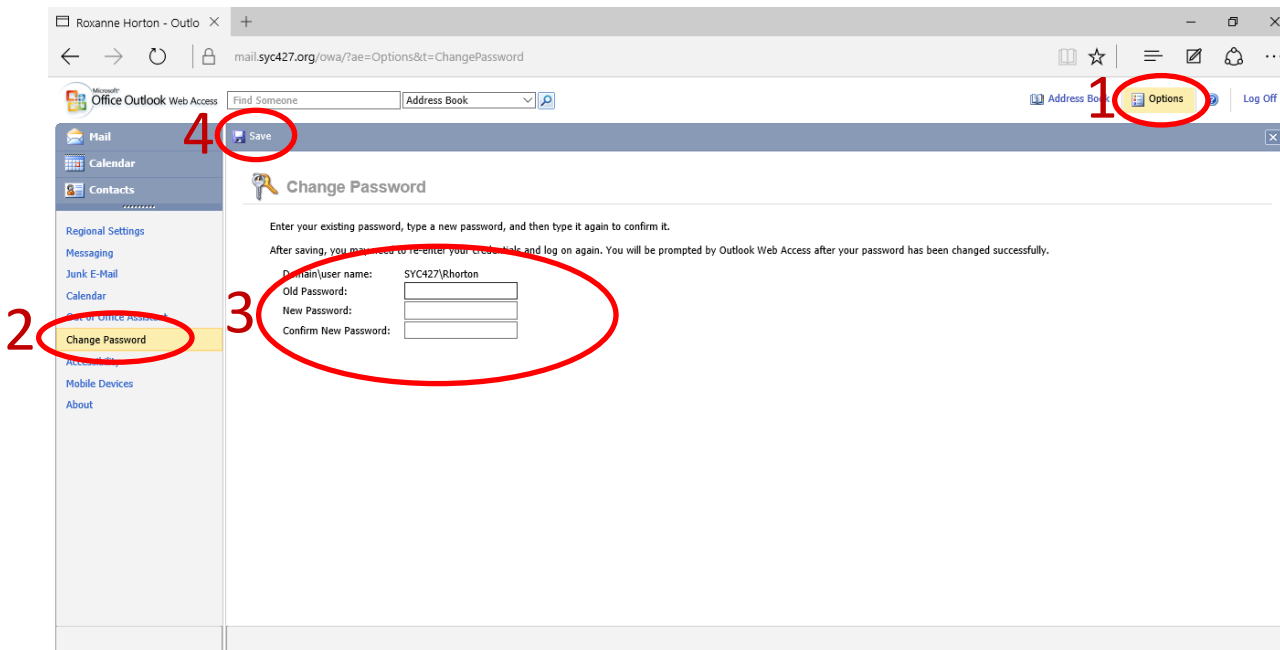
Updating your Active Directory Password from Home

You will need to update your password prior to using your Gmail account. Follow the directions below if you would like to update from home. If you prefer to change your password at work, please use the directions provided for work.

Go to <https://mail.syc427.org/exchange> Type in your username and password (this is the same username and password you use when you log into your computer at work)



1. Click on "Options" (top right and shown as "1" in screenshot below)
2. Click on "Change Password" (left column shown as "2" in screenshot below)
3. Fill in the necessary information in the center of screen ("old password", "new password", and "confirm password" shown as "3" in screenshot below. Please note you can use the same password in all three locations)
4. Click "Save" (top left and shown as "4" in screenshot below)



You can now log into your Gmail at <https://mail.google.com/> (You will need to use your whole email address when signing into Gmail. For me that would be: rhorton@syc427.org)

Your building tech person can assist you on January 4th if necessary.