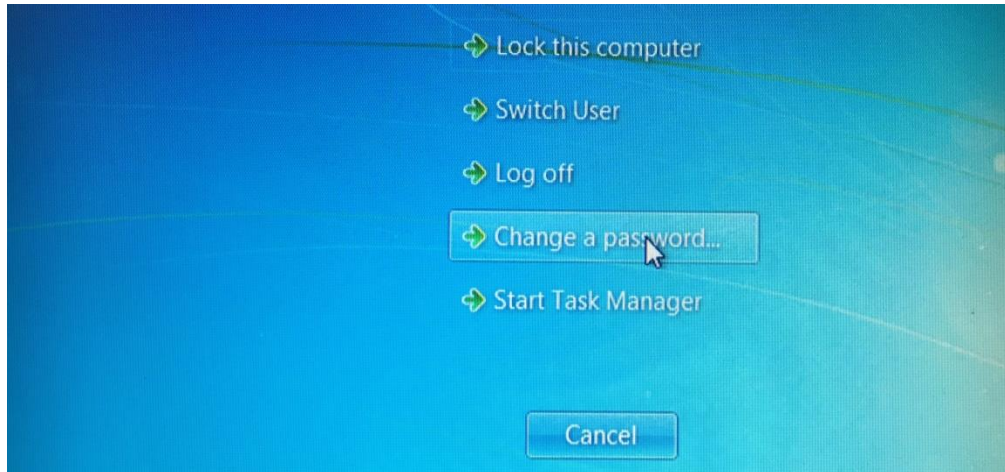


Updating your Active Directory Password from Work

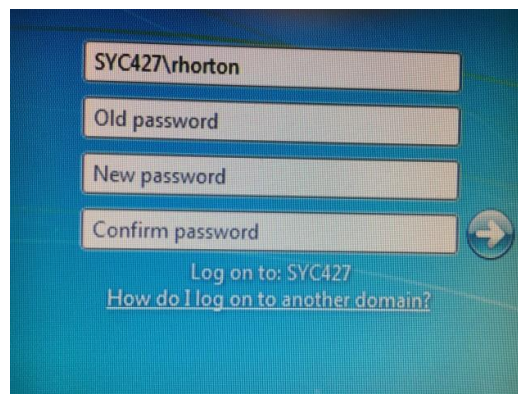
You will need to update your password prior to using your Gmail account. Follow the directions below if you would like to update from work. If you prefer to change your password from home, please use the directions provided for home.

Start your computer while at work. Type your username and password to log into the computer.

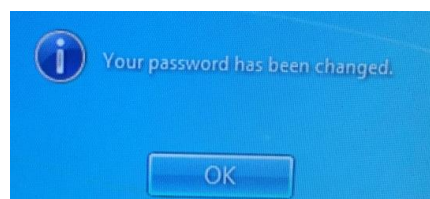
Hit the Ctrl-Alt-Del keys (first hold down “Ctrl” and “Alt”. Continue holding both of those keys and then push down the “Del” key). The result will look like this:



Click on “Change a password...” The screen below will appear. Input your old password (the same one you used to log into your computer). Then type in your new password and type it again to confirm it (Please note, you can type the same password in all three locations if you don’t want to change your password)



Click on the arrow to complete the change. You will receive a confirmation screen telling you your password has been changed.



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 technology person can assist you on January 4th if necessary.