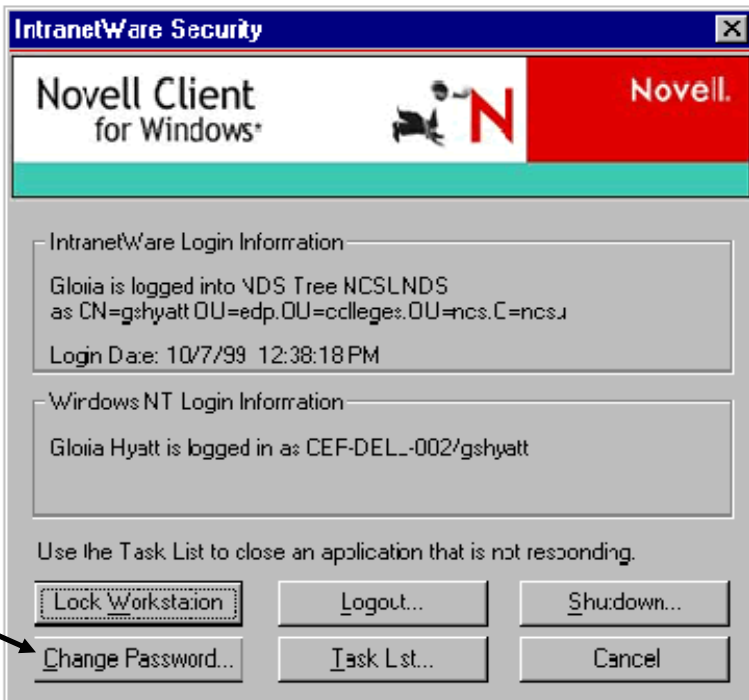


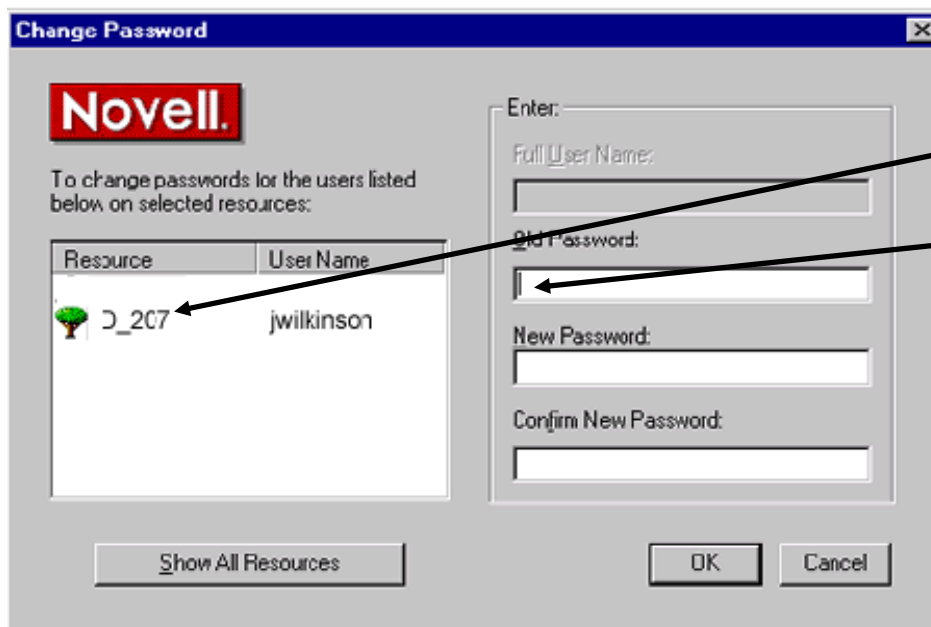
# Changing Your Novell Password

- The message you are getting today is just a warning that your password will expire.
- If you want to change your password today you can follow the directions below  
**NOTE: You must be logged into Novell with your username**

## 1. Press Ctrl + Alt + Delete



2. Click the Change password button

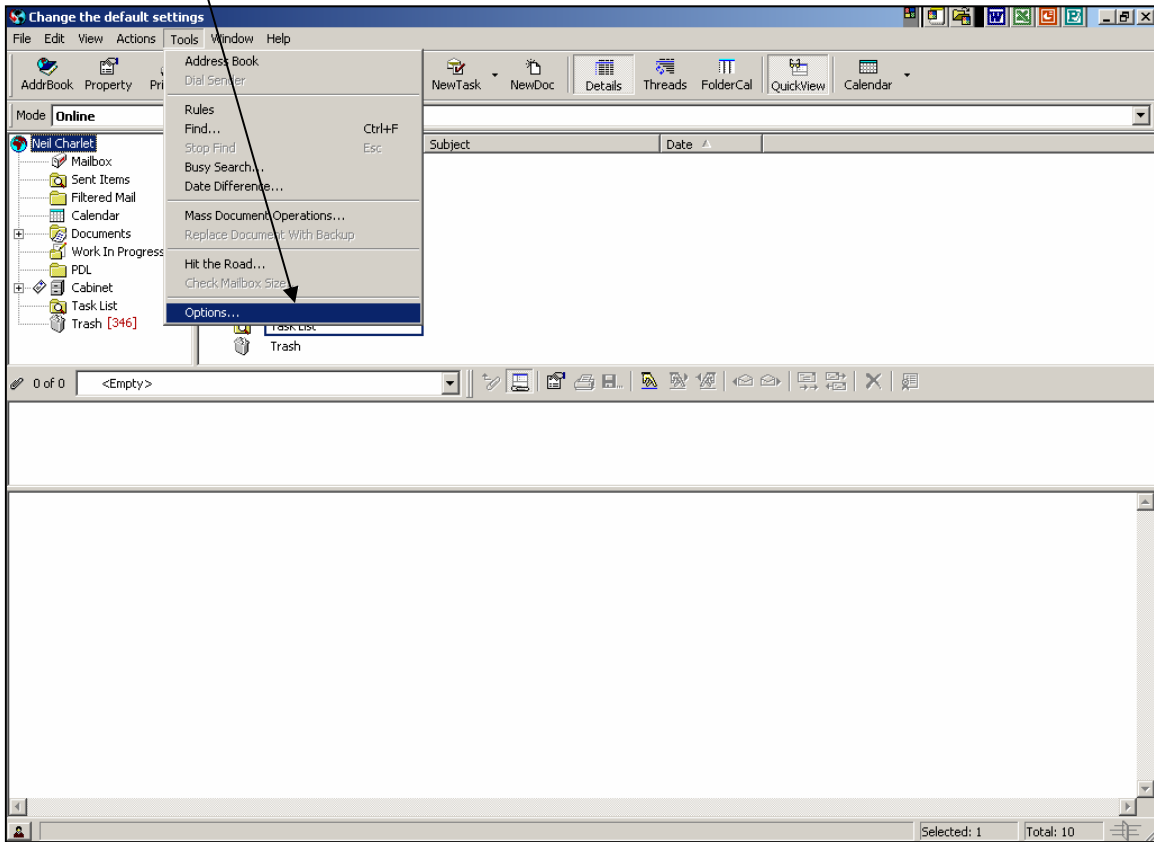


3. Select only D\_207 under Resource then type in your old password. Then type in your new password in the second box (you must type your new password twice.)

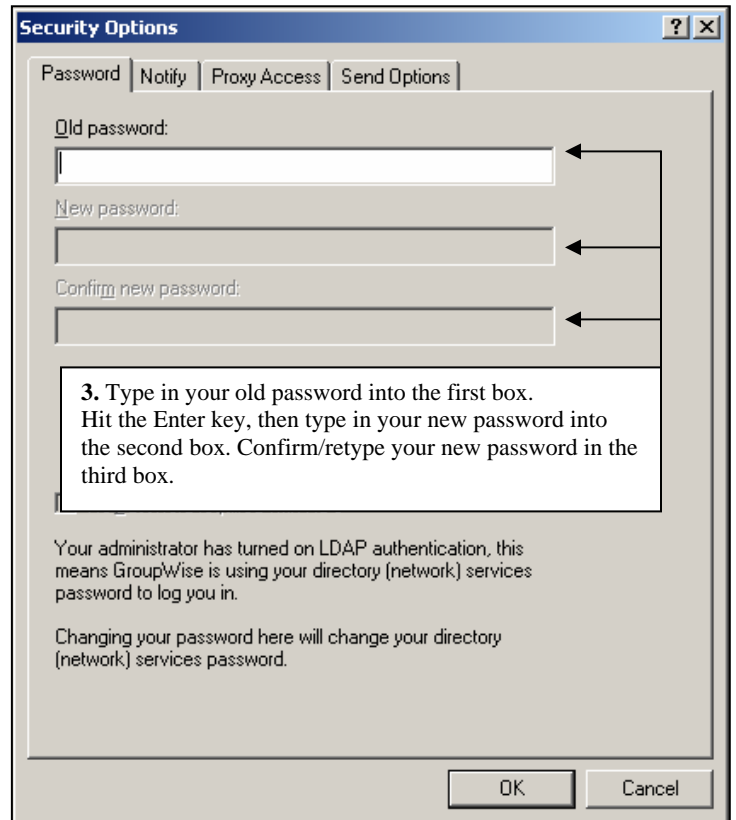
**Note: Passwords must be at least 7 characters long and contain at least one non-letter**

# How to Change Your Password Through the GroupWise Client

1. Once you have logged into the GroupWise client. Select “Tools” form the menu, then select “Options”.



2. Double-click on the “Security” icon.



**Note: Passwords must be at least 7 characters long and contain at least one non-letter**