

SYNCHRONIZING YOUR EMAIL PASSWORD WITH OneSpelman

Please note that if you have logged into any of the accounts below on a mobile device you will need to re-enter your new OneSpelman password on that mobile device to restore your access. Your OneSpelman password will expire in 180 days and you will be forced to change it for security reasons. At that time, you will need to synchronize your email accounts again.

FACULTY/STAFF: IBM (Lotus) Notes Desktop Client

- 1. Log in to IBM Notes, click the File menu
- 2. Click Security
- 3. Click User Security
- Click Change Password under "Your Login and Password Settings"
- Enter your new (OneSpelman) password in the "Enter new password" field, and then enter it again in the "Re-enter new password" field
- 6. Click the **OK** button
- 7. Click Close to exit

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Tips for creating a good password									
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For	r example (note: do not use this example): dogcat								
2.	Your new password must differ from your last 50 passwords.								
з.	Use upper and lower case letters, numbers and special characters.								
4.	For a password that is easy to remember, use a phrase or sentence.								
	For example: I live in Boston!								
5.	5. Avoid using a single name or a single word found in a dictionary.								
	For example, do n	ot use: S	nakespeare						
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FACULTY: Lotus Notes/iNotes (also called Webmail)

- 1. Log in to the **MySpelman portal** using your One Spelman credentials
- 2. Click Lotus Notes under Campus Applications
- 3. Locate and click **your name** in the top right corner of the web browser (*This step may be omitted depending on your browser*)
- 4. Click Preferences from the Dropdown menu
- 5. Click **Security** from the left menu panel
- 6. Click the **Change** button under **Change** *Internet* or *Notes ID* **Password**.
- 7. Enter your **Old iNotes password** then your **new** (**OneSpelman**) **password** twice



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