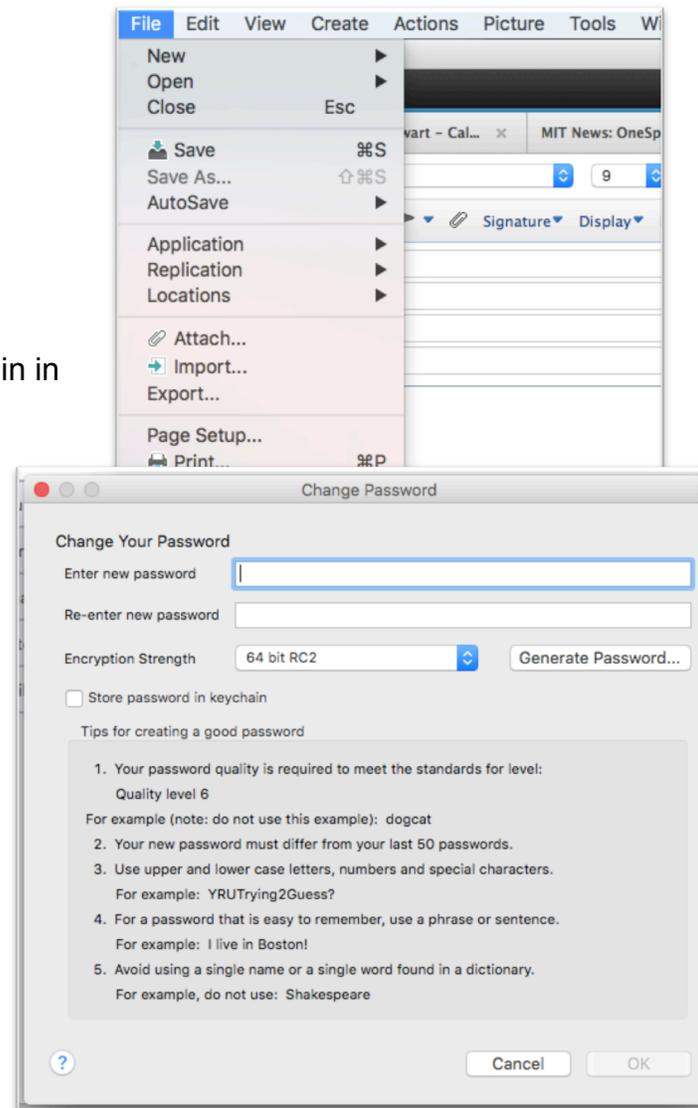# ONESPELMAN

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**

4. Click **Change Password** under "Your Login and Password Settings"

5. 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

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