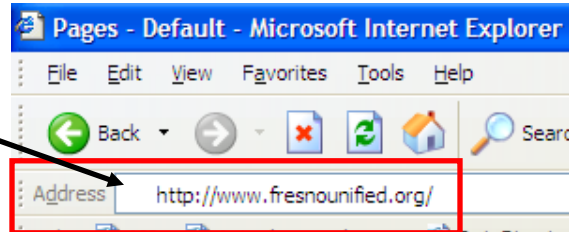


## “How can I change my Outlook/Exchange password?”

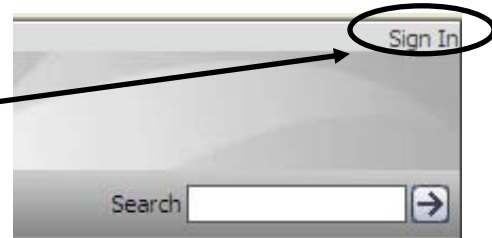
These directions are for **Windows XP** and **Internet Explorer**:

1) Access **fresnounified.org** via the web:

**http://www.fresnounified.org**



2) Locate and click on the “**Sign In**” link in the upper right-hand corner of the fresnounified.org home page.



3) You will be prompted to login to [www.fresnounified.org](http://www.fresnounified.org) with your current **U**ser name & **P**assword, enter the appropriate info and click OK.



4) After you login, you'll notice your name in the upper right-hand corner. Click on "**Change Password**".



5) On the password change screen:

**Current Password:**

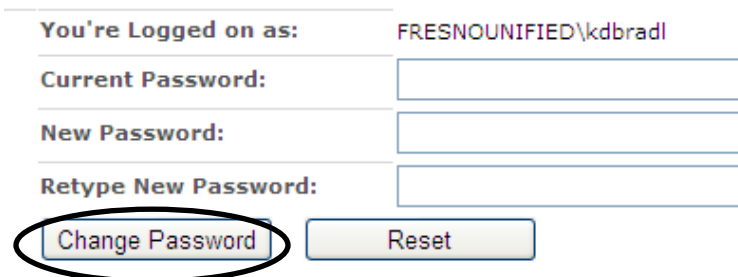
Whatever password you just used to login to the fresnounified.org web site.

**New Password:** Whatever you want your password to be.

**Retype New Password:** Confirm the new password by retyping it again.

Click "**Change Password**"

**\*\*\*Passwords must be at least 8 characters and have at least one CAPITAL letter, one lowercase letter, and one number.\*\*\***



The screenshot shows the password change form. It includes fields for 'Current Password', 'New Password', and 'Retype New Password'. Below the fields are two buttons: 'Change Password' and 'Reset'. The 'Change Password' button is circled in black.

6) After you change your password, make sure you sign out of the fresnounified.org page by clicking on the pull-down menu listed under your name in the upper righthand corner.

