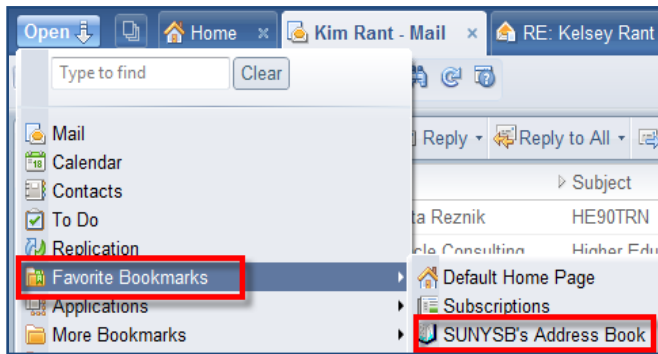


Change Your Notes *Internet* Password

When you sign in to Notes on the Web you use your Notes **Internet** Password. By default this password is the same as your Notes password, however, when you change your Notes password your **Internet** Password **is not automatically changed**.

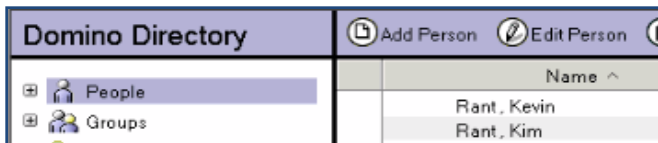
Do the following to update your Notes **Internet** Password.

From the Notes Client (where Notes is installed in your office)

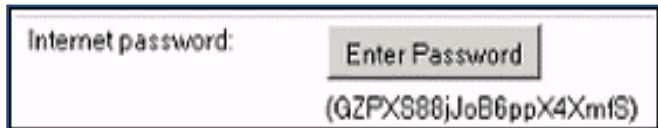


Click the **Favorite Bookmarks** folder (on the Bookmark Bar or, if you have Notes Standard click the **Open** button)

Click the shortcut to **SUNYSB's Address Book**



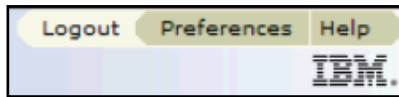
Select your name in the **People** view and click the **Edit Person** action button



In the *Person Document*, click the **Enter Password** button in the **Internet Password** field

- Enter your new Notes **Internet Password** and click **OK**
- Click **Save and Close**
- **Close** *SUNYSB's Address Book*

From Notes on the Web:



Click **Preferences**

- ◆ Click the **Security** tab
- ◆ Click the **Change** button
- ◆ Enter your **old Internet Password**
- ◆ Enter your **new Internet Password** twice
- ◆ Click **OK**
- ◆ Click **Save and Close**

(You can also access SUNYSB's Address Book directly from your browser by going to the following URL: <http://notes1.cc.sunysb.edu/names.nsf> but you must use your Notes **Internet Password** to sign on this way)