

Change Your Lotus Notes Internet Password

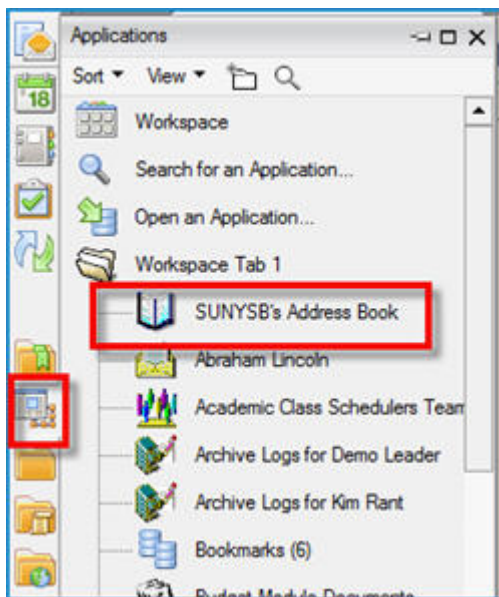
Your Lotus Notes **Internet Password** is the password that you use to access Lotus Notes on the Web. In most cases it is the same as your Lotus Notes (client) password, but in some cases it is different. For instance, the Internet Password is not automatically changed when you change your Lotus Notes (client) password.

If you do not know your Internet Password you cannot access Lotus Notes on the Web.

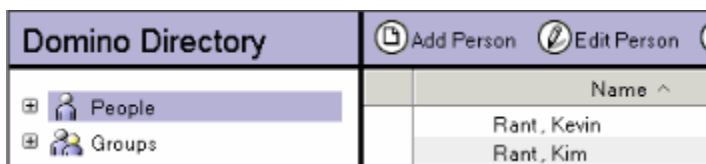
You can change your Lotus Notes Internet Password from the Lotus Notes client in your office or from Lotus Notes on the Web.

From the Lotus Notes Client in Your Office

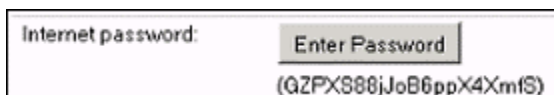
- In Lotus Notes, click the **Applications** folder on the bookmark bar



- In this folder click **SUNYSB's Address Book** (or you can access SUNYSB's Address Book directly from your browser by going to the following URL: <http://notes1.cc.sunysb.edu/names.nsf>)
- Find your name in the list of **people** and click **Edit Person**



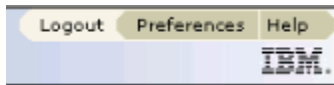
- Click the **Enter Password** button in the **Internet Password** field



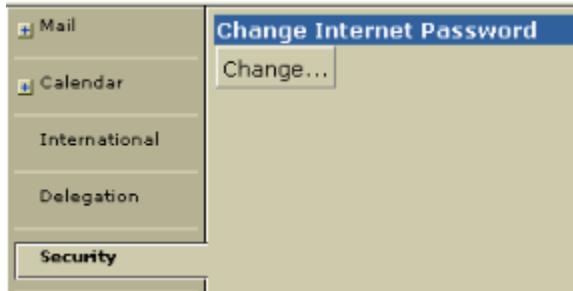
- Type the new **Internet Password** and click **OK**
- Click **Save and Close**
- **Close** SUNYSB's Address Book

From Lotus Notes on the Web

- Click **Preferences**



- Click **Security**



- Click the **Change** button
- Type your **old Internet Password**
- Type your **new Internet Password twice**
- Click **OK**
- Click **Save and Close**