## Steps to Change your Network Password on a Mac

1) Restart your Mac

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	System Information							oreat.
	System Pre	ference	es					
	App Store							1
	Recent Item	ns		I				lle
	Force Quit	Хж	হ					
	Sleep							
	Restart							
	Shut Down	-	-					
	Lock Screen	า		^	Q			
	Log Out Kov	valick,	Greg	ፕዕዝ	Q			
a)								

- 2) Plug your Mac into a Bloomsburg University wired network connection
  - a) Make sure you hear it click when you plug in the cable.

3) Sign back in using your existing password

4) Look for this Icon by your Clock



5) It may also look like this



6) Click On It (You will see this screen)



7) The 2<sup>nd</sup> line tells you how many days you have left with that current password.



## 8) Click "Change Password"

a)



9) Fill out the following Information, then click "Change Password"

🔴 🔵 🔵 Chan	ge Password
Current Password	Your OLD Password
New Password	Your NEW Password
Verify	Your NEW Password Again
	Change Password
Click Change	e Password

10) This will update your Keychain, Mail & Calendar passwords.

11) To verify that this updated successfully, click on the Apple Logo and go to System Preferences.



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## 12) Select Internet Accounts

				System Pr	System Preferences			Q Search	
	General	Desktop & Screen Saver	Dock	Mission Control	Language & Region	Security & Privacy	Q Spotlight	Notifications	
	Displays	Energy Saver	Keyboard	Mouse	Trackpad	Printers & Scanners	Sound	Startup Disk	
	iCloud	(@) Internet Accounts	App Store	Network	Bluetooth	Extensions	Sharing		
	Users & Groups	Parental Controls	Siri	Date & Time	Time Machine	Accessibility	Profiles		
a)	Flash Player	Java	PDL Select PDL						

13) Select your Microsoft Exchange email account and click Details



14) If the Password Field has something in there, your password has updated

	E 🛛 Exchange				
	User Name: gkovalick				
	Description: gkovalick				
	Name: Kovalick, Greg				
	Password:	>			
a)	Cancel OK				

15) If your password field is empty, type in your current password and click OK.

	E 🛛 Exchange						
	User Name: gkovalick						
	Description: gkovalick						
	Name:	Kovalick, Greg					
	Password:		$\mathbf{>}$				
,		Cancel OK	5				
a)							

16) If you have any questions, please contact the Help Desk by calling x4357 or by coming to Ben Franklin Hall Room # 120.