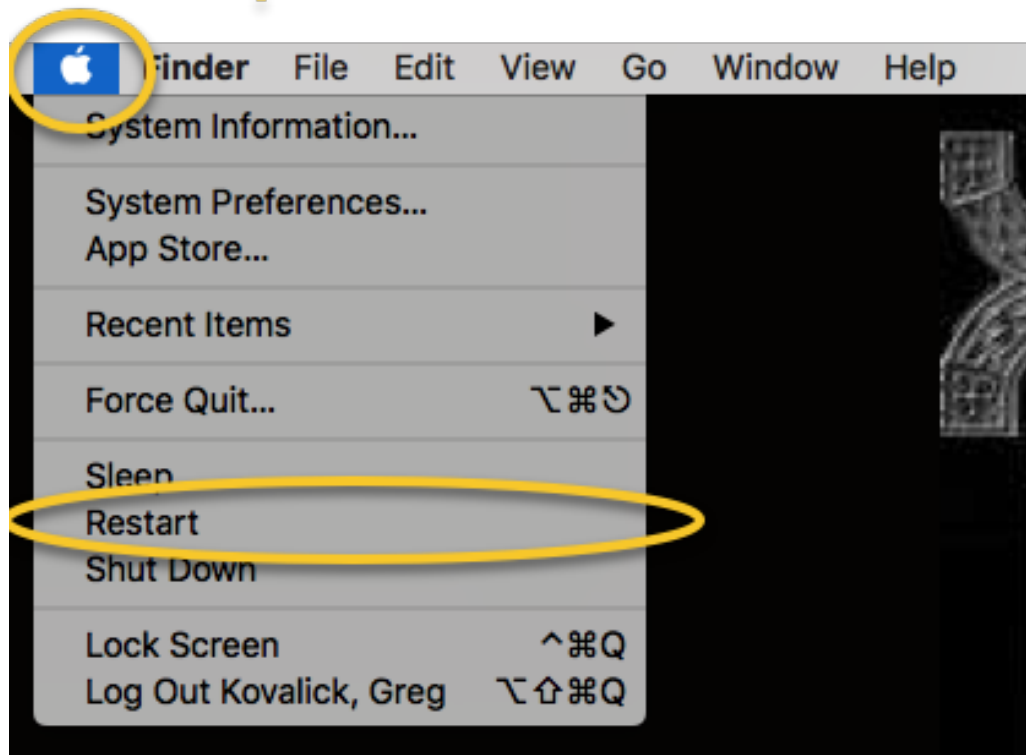# Steps to Change your Network Password on a Mac
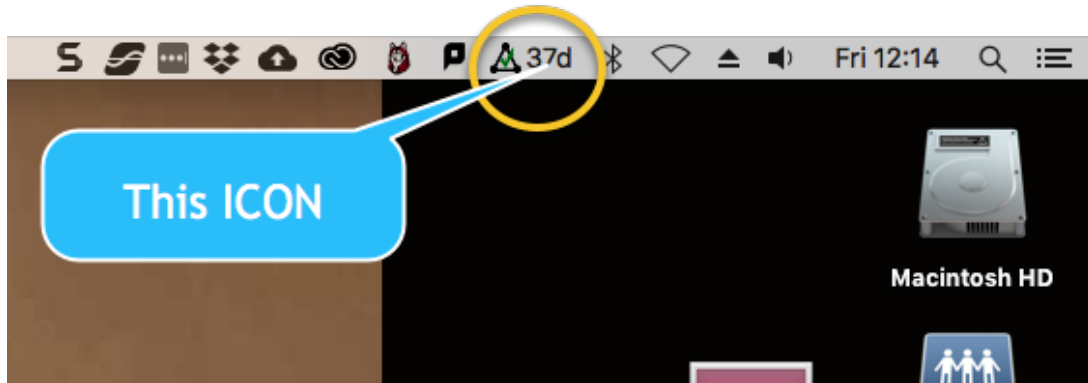
1) Restart your Mac

a)

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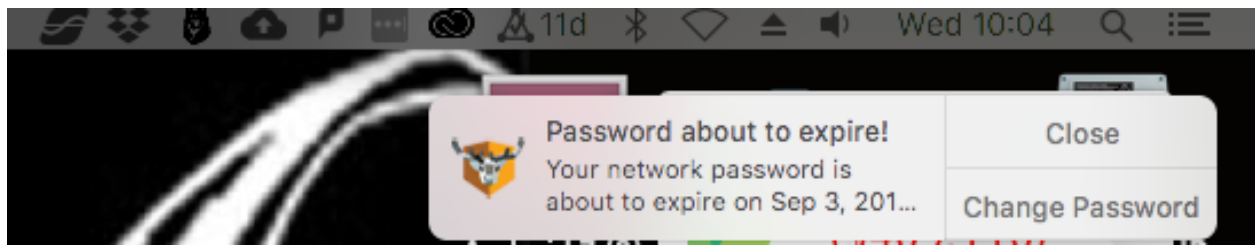
a) Make sure you hear it click when you plug in the cable.

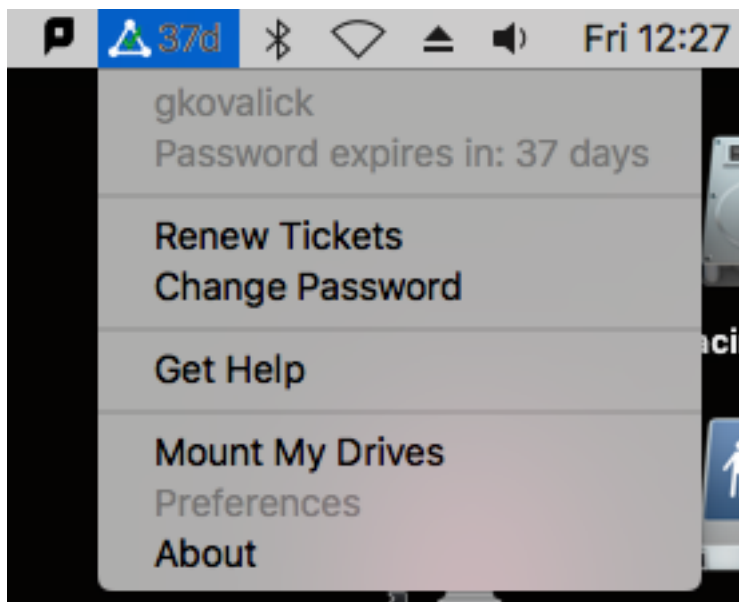3) Sign back in using your existing password
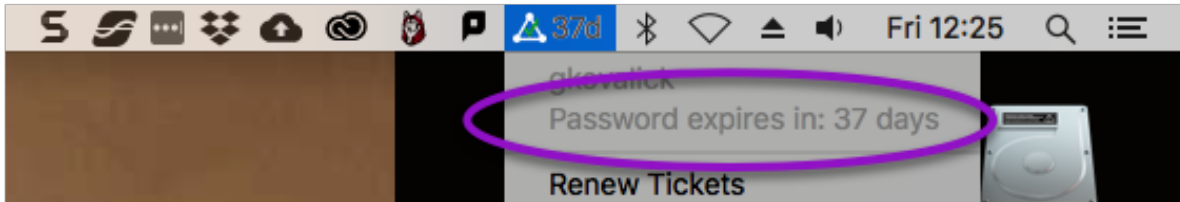
4) Look for this Icon by your Clock

a)

5) It may also look like this

a)

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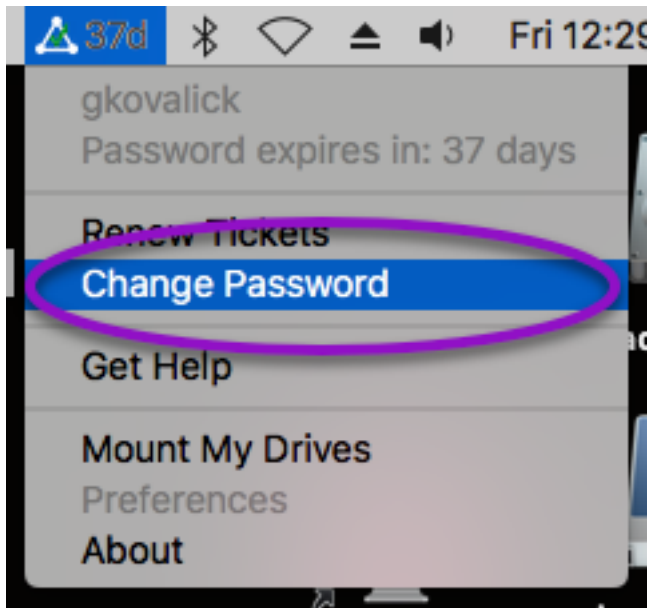

a)

7) The 2nd line tells you how many days you have left with that current password.
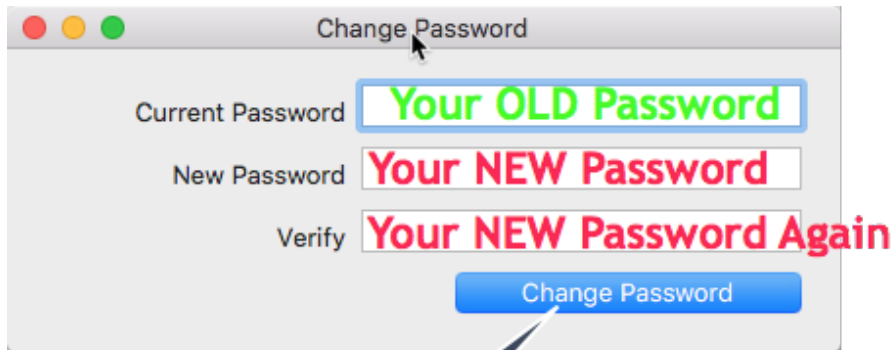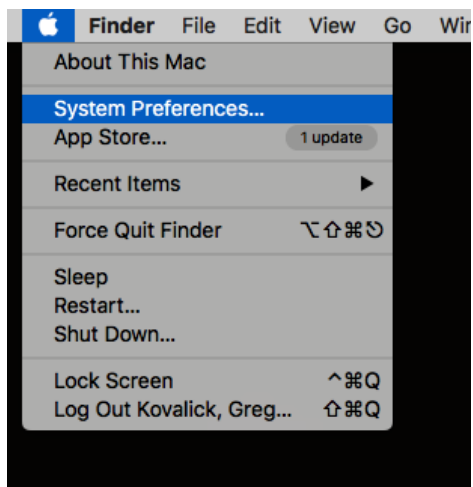
a)

8) Click "Change Password"

a)

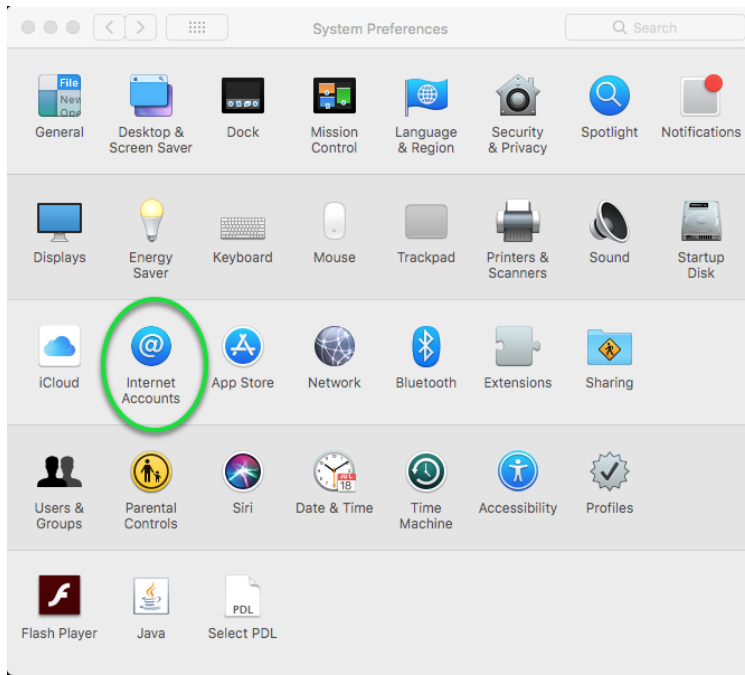9) Fill out the following Information, then click "Change Password"

a)

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

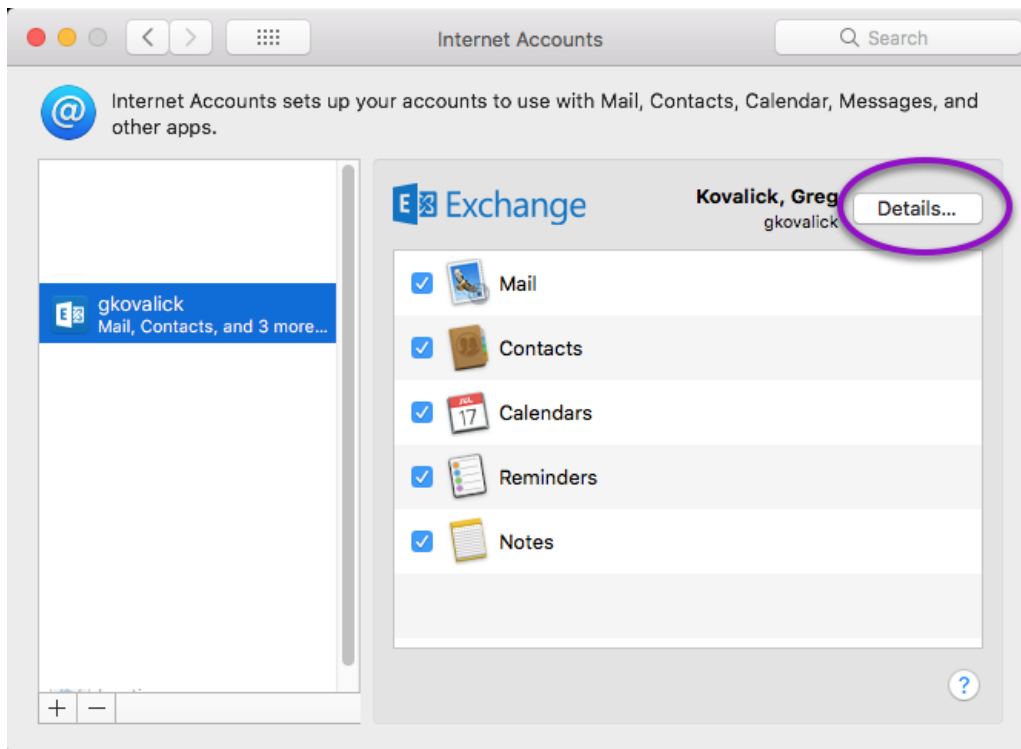11) To verify that this updated successfully, click on the Apple Logo and go to System Preferences.
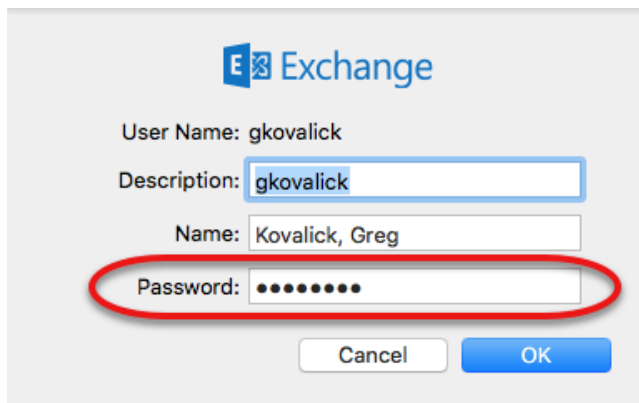
a)

4

12) Select Internet Accounts

a)

13) Select your Microsoft Exchange email account and click Details
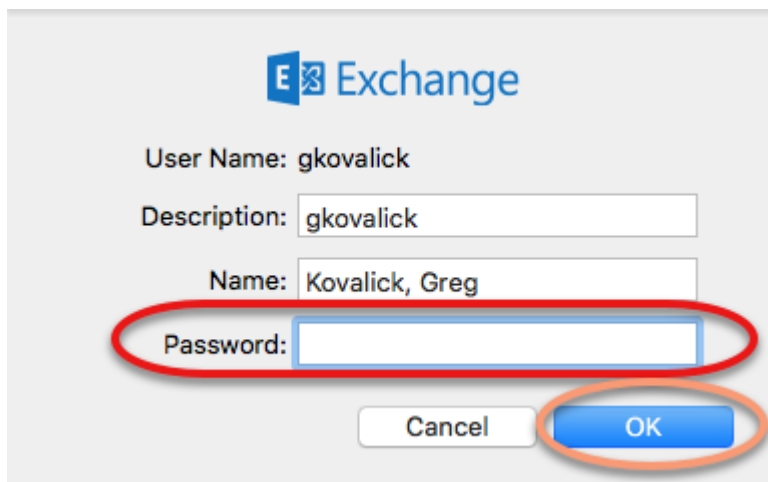

a)

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

a)

E⊠ Exchange

User Name: gkovalick

Description: gkovalick

Name: Kovalick, Greg

Password: ••••••••

Cancel   OK

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

a)

E⊠ Exchange

User Name: gkovalick

Description: gkovalick

Name: Kovalick, Greg

Password:

Cancel   OK

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