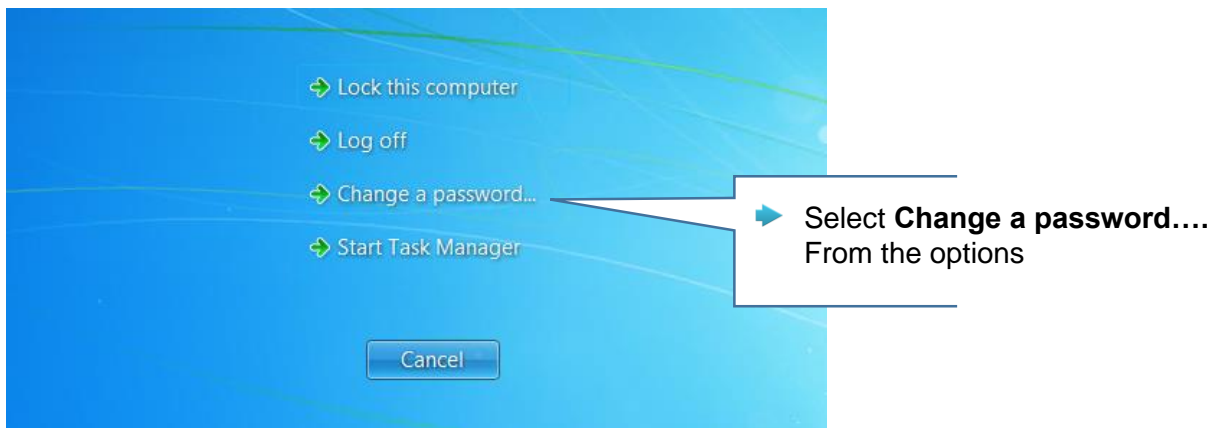# How to change your network/login password

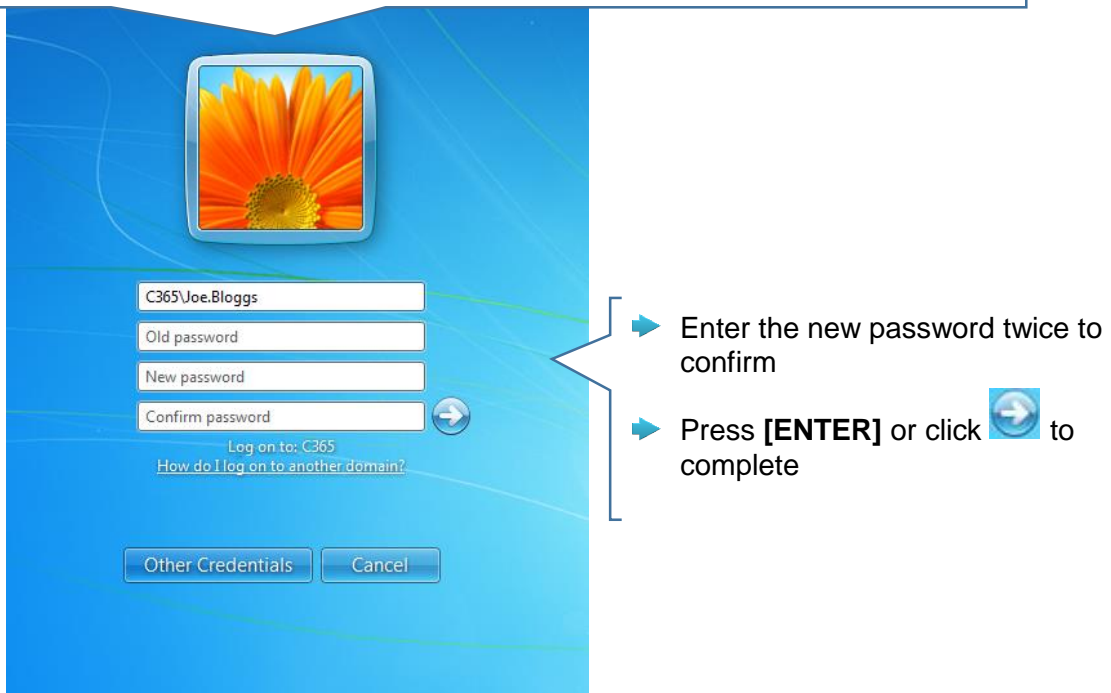*You can change your network password while logged in.*

Whichever system you use, when you change your password you will have to enter the current password, the new password and confirm the new password by entering it again.

From your Windows desktop

➤ Press [CTRL]+[ALT]+[DEL] to display the computer options screen

> ⟳ Lock this computer
> ⟳ Log off
> ⟳ Change a password...
> ⟳ Start Task Manager
>
> Cancel

➤ Select **Change a password….** From the options

➤ Enter the existing password and the new password at the appropriate prompts

> C365\Joe.Bloggs
> Old password
> New password
> Confirm password →
> Log on to: C365
> How do I log on to another domain?
>
> Other Credentials   Cancel

➤ Enter the new password twice to confirm

➤ Press **[ENTER]** or click ⟳ to complete

The screen will look a bit different in Windows 8 – but the method is exactly the same!

From your VMWare View Horizon Client
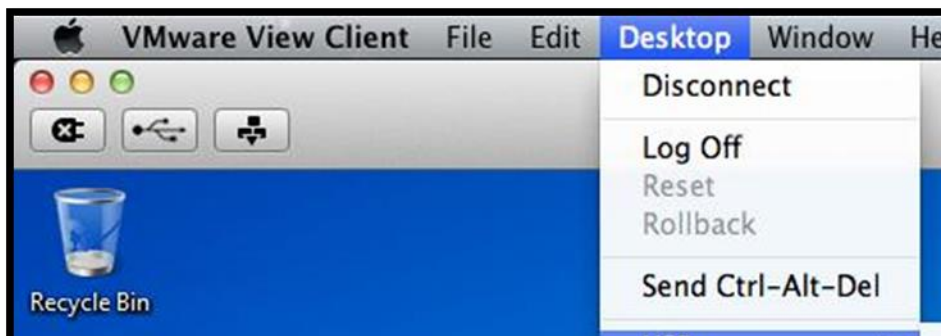
➡️ Choose **Send Ctrl-Alt-Delete** from the bar

*(You can also press **[CTRL]+[ALT]+[INSERT]** on the keyboard)*

➡️ You will then be prompted to enter the current password, the new password and confirm the new password by entering it again.

From MAC OS X

➡️ Choose Desktop from the menu bar
➡️ Then choose **Send Ctrl-Alt-Del** from the menu

*(You can also press **[FN]+[CTRL]+[OPTION]+[DELETE]** on the keyboard)*

➡️ You will then be prompted to enter the current password, the new password and confirm the new password by entering it again.