From: SNODGRASS Emma
To: CAPP Carrie Ann
Subject: FW: Password expiring: 05/02/2012 15:58:17 For account: smallmidboiler
Date: Friday, May 04, 2012 3:55:10 PM

Was cleaning my folders and noticed this message in the smallMidboiler email box. You should talk to IT.

-----Original Message-----
From: HQ Help Desk
Sent: Wednesday, May 02, 2012 1:01 AM
To: SmallMidBoiler
Subject: Password expiring: 05/02/2012 15:58:17 For account: smallmidboiler

The password for account: smallmidboiler is set to expire within 24 hours.

It would be in your best interest to change the password now.

To change your password:

1. On your keyboard, press CTRL+ALT+DELETE.

2. Click Change Password.

3. In Old Password, type your current network password.

4. In New Password and Confirm New Password, type your new network password, and then click OK.

If you do not change the password now, the password will expire within
24 hours and you will be forced to change it the next time you log in.

The expiration of the password can cause problems using Outlook Web Access (OWA) and Virtual Private Network (VPN).

Once it does expire, you will be prompted to change the password the next time you login to your workstation.

Password Policy: http://deq05/intranet/working/policies/020.006-PasswordPolicy.pdf

Password Rules, Tips and Examples: http://deq05/intranet/working/policies/020.006-PasswordPolicyProcedure.pdf