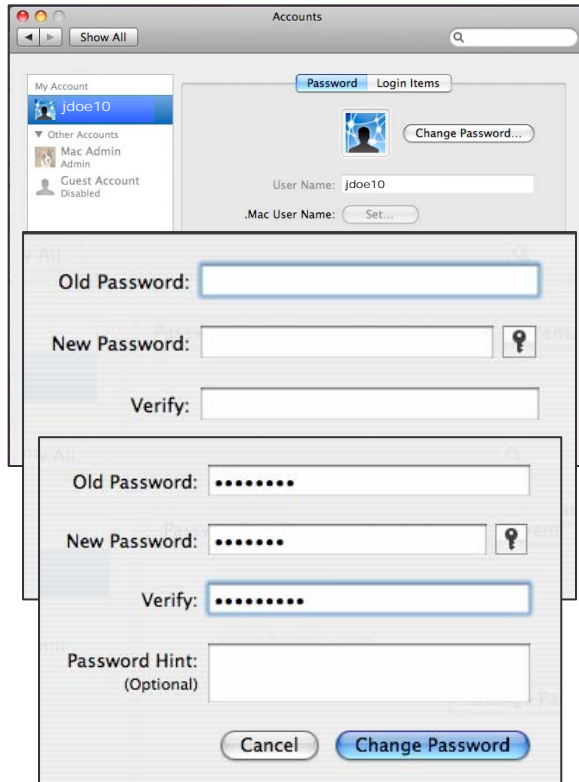




### 3. The Optional Password Change



To change the password, use the *Accounts* dialog box (opened in 2. *System Preferences* on page 1):

1. Click on the *Password* tab below the toolbar.
2. Click the *Change Password* button.
3. Type your current password in the *Old Password:* box. (Display is masked.)
4. Strike the *Tab* key to advance to the *New Password:* box, or mouse click in the *New Password:* box.
5. Type your new password in the *New Password* box. (Display is masked.)
6. Strike the *Tab* key to advance to the *Verify:* box, or mouse click in the *Verify* box.
7. Type your new password again, in the *Verify:* box, for confirmation. (Display is masked.)

DO NOT make an entry in the *Password Hint:* box. Anyone who tries to gain entry to your account will see this hint.

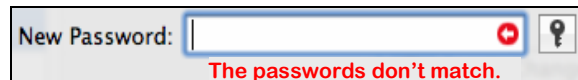
Strike the *Enter* key to change the password, or click the *Change Password* button.

If the *Old Password:* entered is not your current password, a red error message and an outlined arrow flag the *Old Password* box.



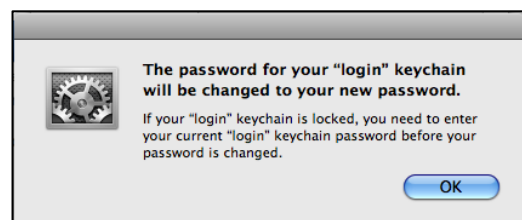
To proceed, type the correct current password in the *Old Password:* box. Then click the *Change Password* button.

If the entries typed in the *New Password:* and the *Verify:* boxes do not match, a red error message and an outlined arrow flag the *New Password:* box where you must attempt the password change again.



Repeat Steps 5-6-7 above.

When the entry in the *Old Password:* box is correct and the entries in the *New Password:* and *Verify:* boxes match, your password change is confirmed with the message shown here on the right.



8. After the password change has been confirmed, close the *Accounts* window by clicking the round red (*Close*) button in the upper left corner.