CHANGE GROUPWISE PASSWORD

GroupWise passwords do not automatically expire as Novell passwords do. However, you may want to synchronize your GW password when you change your Novell password, and here is how that is done.

1. In GroupWise, go to Tools > Options
2. Double-click the Security icon
3. Click the Password tab

4. Enter your current password in the “Old Password” box > press the Tab key
5. Type your new password in the “New Password” and the “Confirm New Password” boxes
6. Be certain that the box “No password required with eDirectory” is UNchecked.
7. Click OK > Close

REMEMBER THAT PASSWORDS SHOULD BE AT LEAST SIX ALPHANUMERIC CHARACTERS LONG, AND SHOULD NOT BE ANYTHING OBVIOUS!