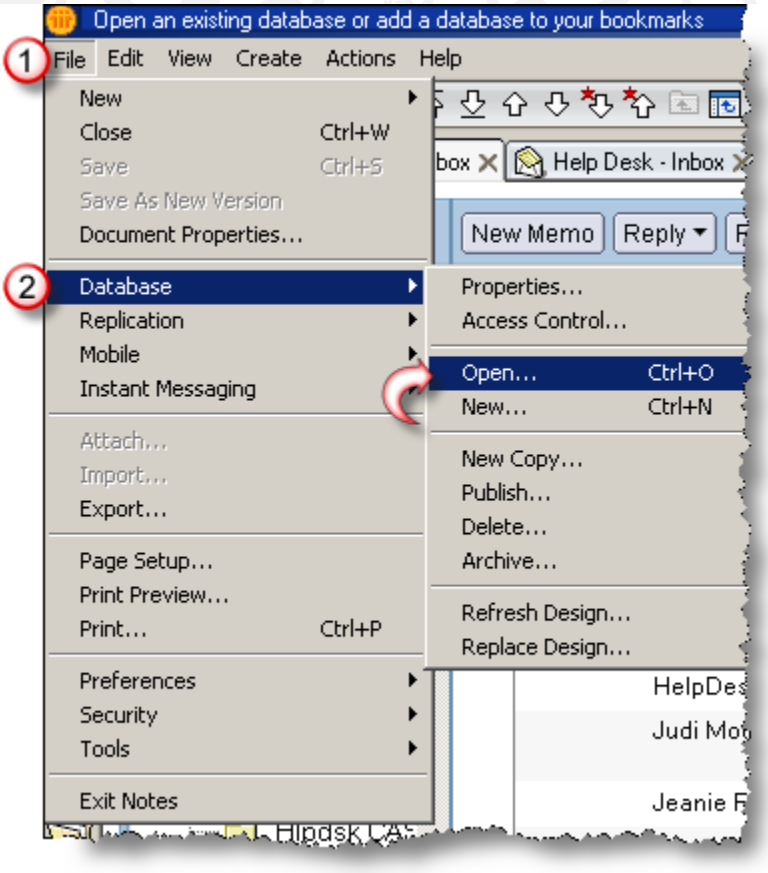
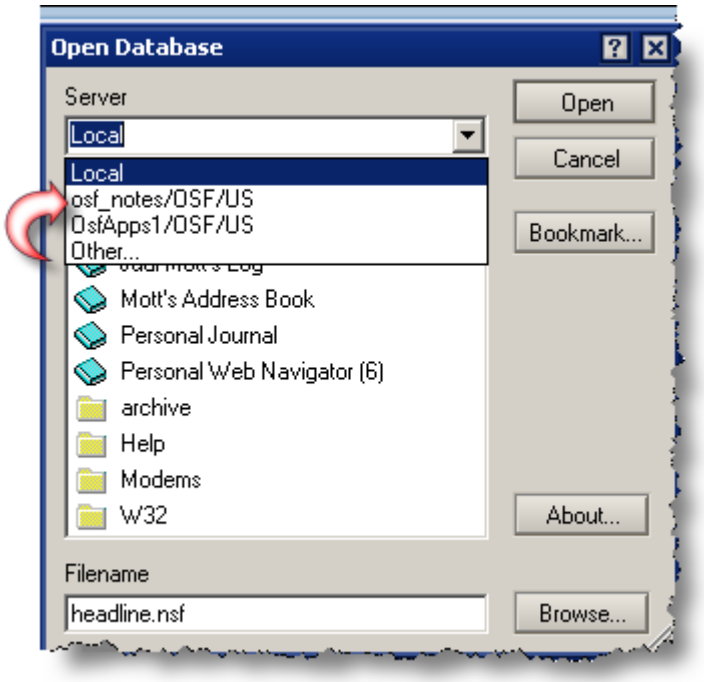
How To Change INotes Password Within Lotus Notes

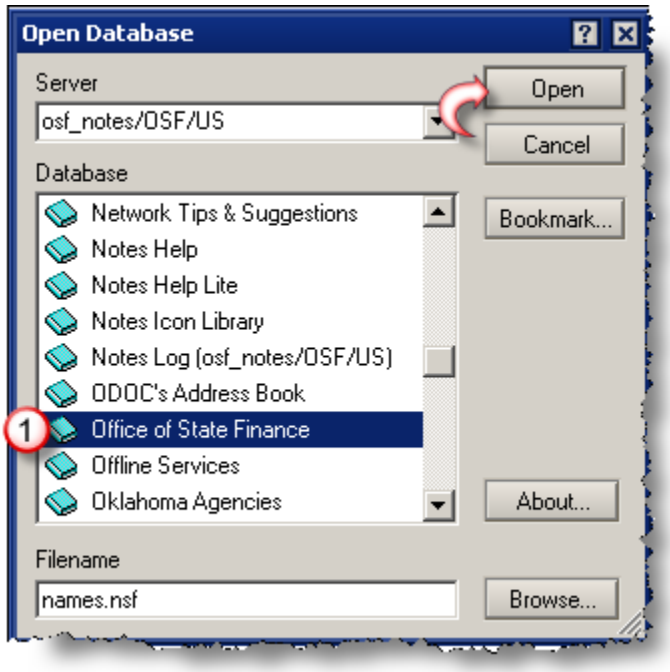
From the Toolbar at the top of the Lotus Notes screen, select:
"File"
"Database"
Left-click "Open…"



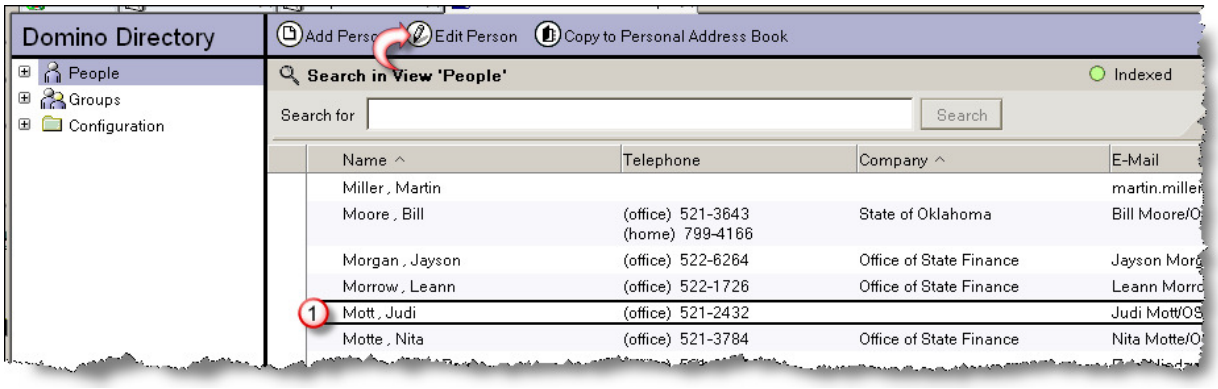


Select the down arrow in the server box
Left-click "osf_notes/OSF/US"

Scroll down and select:
"Office of State Finance"
Left-click "Open"



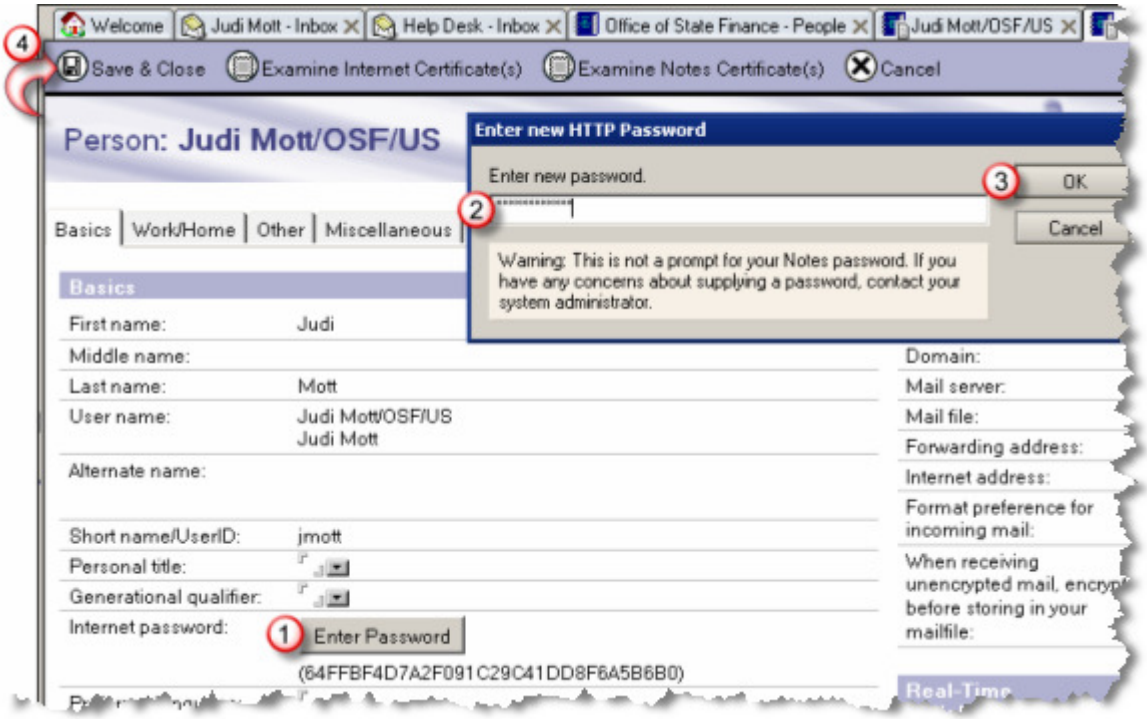
Select your name and left-click “Edit Person”.



Left-click “Enter Password”

|Note: Depending on the version of Lotus Notes you have, you may or may not see the button labeled “Enter Password.” If you do not, simply highlight the data in the field and add the new password directly to the field. Once you exit the field, Notes will encrypt the data. Also, it can take 10-30 minutes for the new password to work|

Enter a new password

Left-click “OK”.

Left-click “Save and Close”.