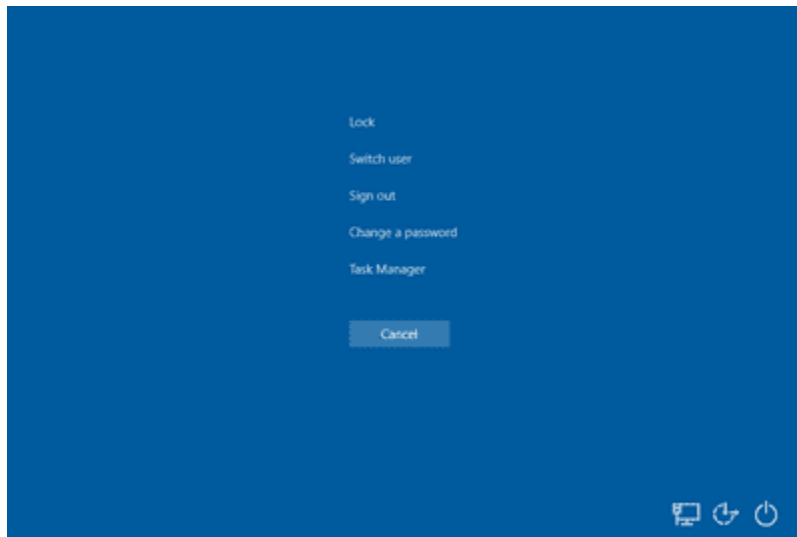


# How to Change Your Password

In order to change your computer/email password you will first need to be at a computer. Login to this computer using your current email and password. Once logged in, press the Ctrl + Alt + Del keys at the same time to bring up the window pictured below.



You will want to select the option "Change a password". After doing so your computer will bring up a screen with three empty boxes. In the topmost box you will put in your current password. In the bottom two boxes you will enter in your new password. You will want to make sure this new password is different than your previous 6 passwords as well as it needs to be 8 characters long. Once you have filled in the three boxes press the Enter key and you should see a screen stating that your password has changed. If you get an error make sure to correct the issue the error states and try again.

**We recommend restarting your computer after changing your password to make sure that no issues will happen due to the password changing.**

**Note:** Once your password has been changed you will need to reenter it on any iPhone/iPad that is logged in to your email as well as use this new password when logging in

to <https://mymail.mywinterhaven.com> and netmotion. A pop-up should automatically appear on any iPhone/iPad asking for the new password once it has been changed.

**If you need any assistance, please fill out a request at:**

**<https://mywinterhaven.zendesk.com/hc/en-us/requests/new>**