

Lotus Notes - Change Lotus Notes Password:

Note: This can be done only in case you have remember the current password and just want to change it. It is advisable to have backup of the original ID file before changing the password.

To change the password, do the following steps:

1. Start Lotus Notes
2. Click File from the menu bar at the top.
3. Click Security.
4. Click User Security.
5. Notes will ask you for your password. Type in your current password and press Enter.
6. Notes opens the User Security dialog box, navigate to Security Basics and click the Change Password button. (It is just below the heading Your Login and Password Settings, in the 2nd section of the box.)
7. Notes will ask for the password again. Type in your current password and press ENTER.
8. Notes will ask for a new password. (For password criteria, see the section at the bottom of the script.)

REMEMBER: You and only you are the owner of your Lotus Notes ID password! Store this password in a safe place and do not forget it. Help Desk technicians and Lotus Notes Administrators cannot reset your password as it is set and managed on YOUR local ID file and PC workstation for optimal client security.

Password Criteria:

Password must be 12 characters and must be 'sufficiently complex.' This means it must not be words found in a dictionary or familiar items such as dates or people's names. It should be a password not used yet. It should be a combination of upper case and lower case letters, symbols and/or numbers.

Passwords must meet ALL the following criteria's:

1. A minimum password length of 12 characters.
2. Contain at least two (2) alphabetical characters (a-z, A-Z).
3. Contain at least one (1) Upper Case Alphabetical character (A-Z).
4. Contain at least one (1) numeric character (0-9).
5. Contain at least one (1) "special" character, such as the following: ~ ` ! @ # \$ % ^ & * () _ - + = , . / \ { } [] ; : < > ?