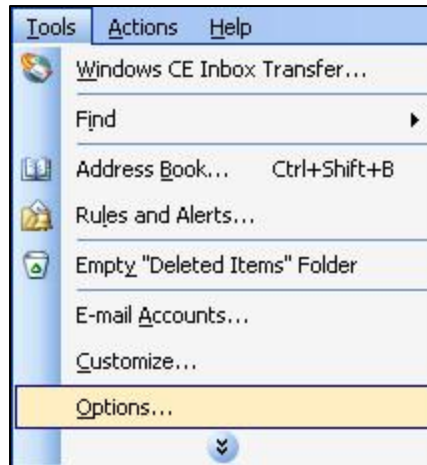


Changing Your Outlook 2003 Password

1. Login to Outlook.
2. Select **Tools, Options**



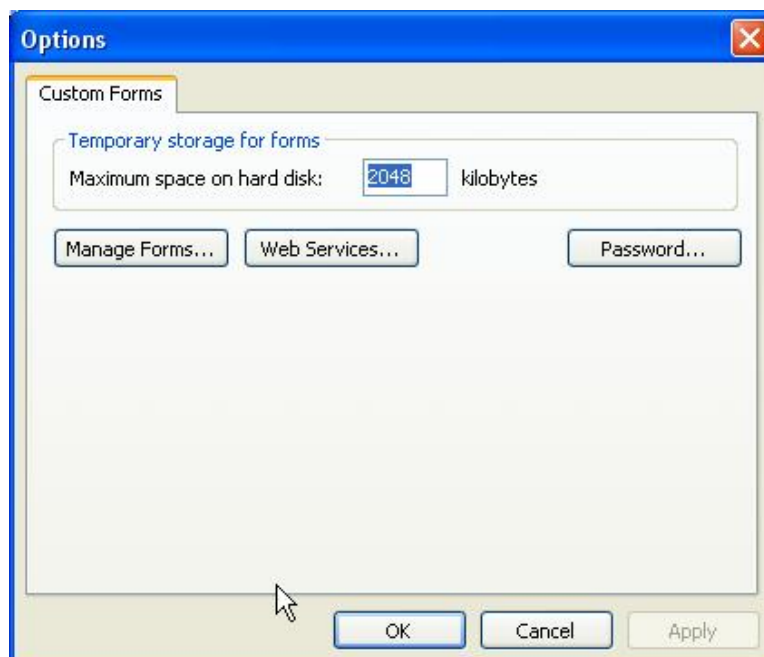
3. Select the **Other** tab and click the Advanced Options button in the General section.



4. Click the **Custom Forms** button in the lower left side.



5. Click the **Password** button.



6. Enter in the information requested. Note: Domain is **mcnte**.



The image shows a 'Change Windows Password' dialog box. It has a blue title bar with a close button (X) in the top right corner. The dialog contains five text input fields: 'Username:', 'Domain:', 'Old Password:', 'New Password:', and 'Confirm New Password:'. The 'Domain:' field is highlighted with a mouse cursor. At the bottom, there are two buttons: 'OK' and 'Cancel'.

7. A successful password change returns the following message.



The image shows the 'Change Windows Password' dialog box with the following information entered: 'lhart' in the 'Username:' field and 'mcnte' in the 'Domain:' field. A smaller dialog box, titled 'Microsoft Office Outlook', is overlaid on top of the main dialog. This smaller dialog contains the text 'Your password has been changed.' and an 'OK' button. The main dialog's 'Old Password:', 'New Password:', and 'Confirm New Pa' fields are empty. The 'OK' and 'Cancel' buttons are visible at the bottom of the main dialog.