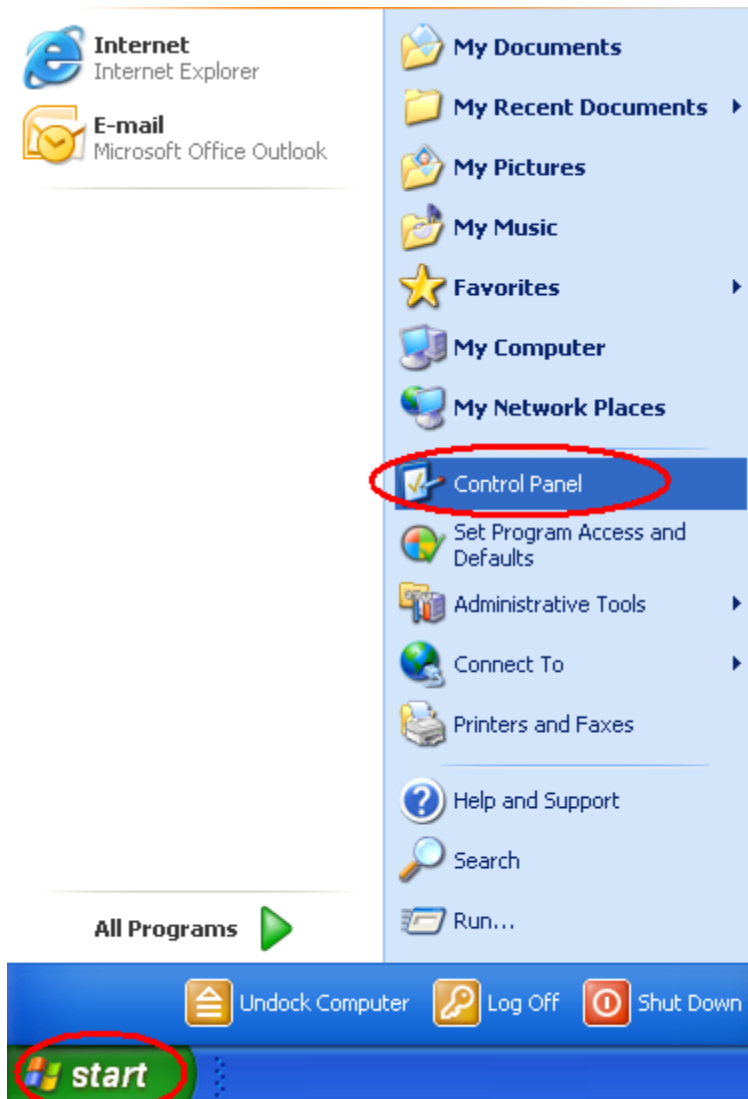


How to change your Outlook, MAC, or Eudora desktop client password to match your Drake password

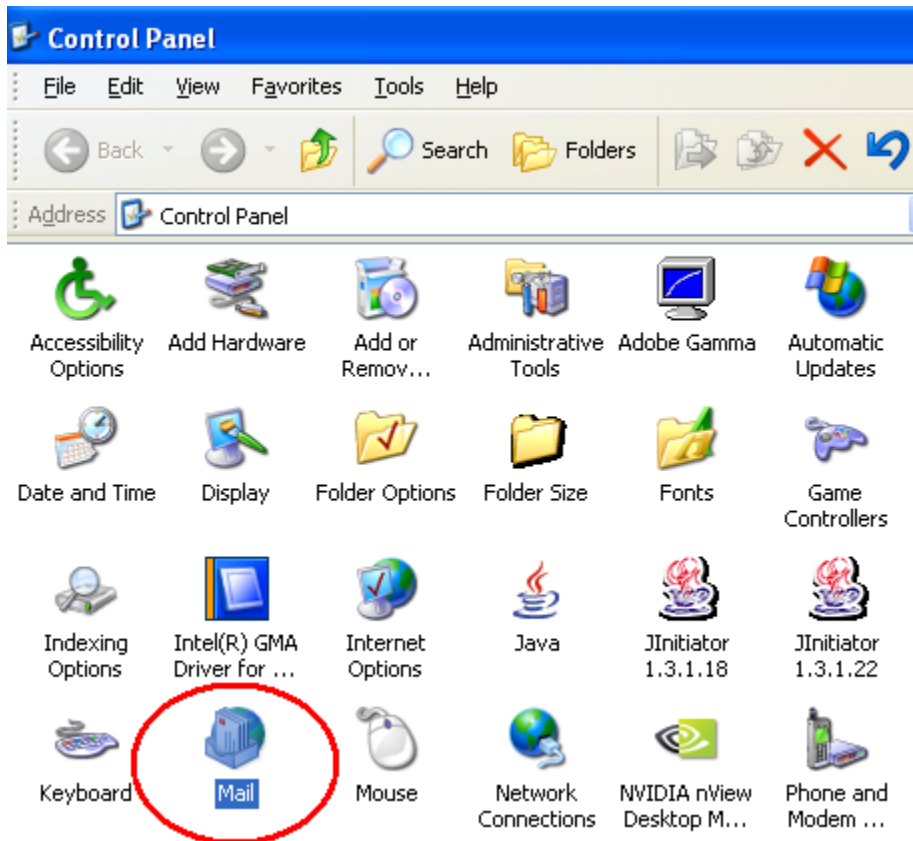
OUTLOOK:

After you change your Drake Password please follow these steps to change the password saved in Outlook.

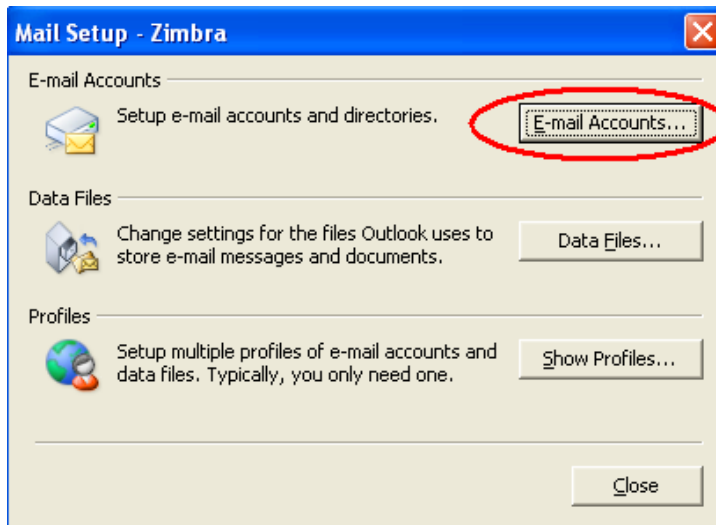
1. Click Start > Control Panel



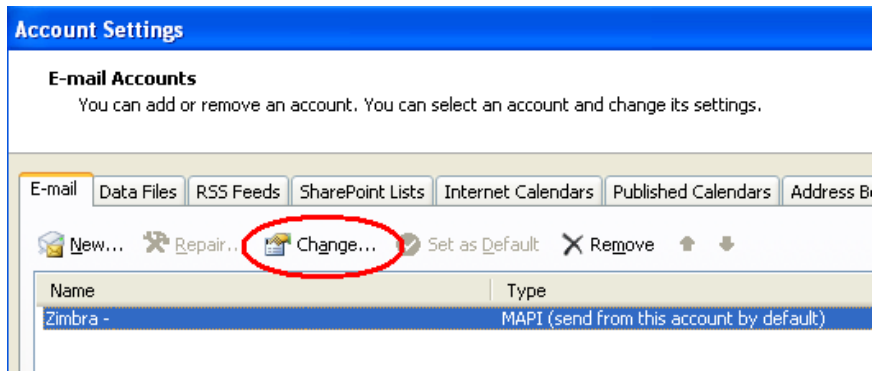
2. Double click or Open MAIL



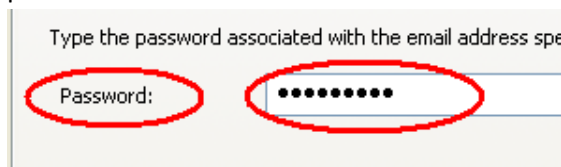
3. Click the E-mail Accounts... button



4. Highlight the account setup for Drake mail or mail.drake.edu or Zimbra and click CHANGE. Your view may be different than that below



5. In the appropriate Password field change the password to the same as your new Drake password.



6. Click OK and close all the Account Settings window and Control Panel window.
7. Open Outlook

Macintosh:

1. Change your password with the Drake Password gateway.
2. The next time Mail tries to make the connection it asked for a password (because the old one is not valid). There is a checkbox below the supplied line where the password goes. If users check this box, the system will remember their password. If they do not check it, it will ask for a password each time mail is retrieved. There are other ways to do this manually but this is what users will see first.



EUDORA: