



HOW TO CHANGE YOUR DELGADO EMAIL PASSWORD on WINDOWS PHONE

Important Note: When you change your Delgado email password on your desktop or online you will need to update your Windows mobile device in order to continue receiving emails. This article describes how to do this.

1. From the Start Screen, brush left to the App list and then select **Settings**.
2. Select **Lock & Wallpaper > Change password**.
3. Enter your current password.
4. Enter your new password to meet the criteria below.
5. Re-enter your new password.
6. Tap **Done**.

<u>Password Base Criteria</u>	<u>Important Notes</u>
<ol style="list-style-type: none"> 1. Minimum Password Length 12 Characters 2. Password Complexity must contain at least 3 of the 4 categories: <ul style="list-style-type: none"> • English Upper case characters (A-Z) • English Lowercase characters (a-z) • Base Digits (0-9) • Non Alphanumeric Characters (e.g., @, %, #, !) 	<ol style="list-style-type: none"> 1. Previous passwords cannot be used 2. Passwords expire every 105 days

Password Examples

<u>Compliant Password</u>	<u>Non Compliant Password</u>
1. Password = J*p2le)\$>F_?b <i>(Uppercase Letters, Lowercase Letters, Non Alphanumeric characters, Base Digits, Minimum 12 Character Length Met)</i>	1. Password = JDOE12345678 <i>(Uppercase Letters, Base Digits, Minimum 12 Character Length, No Lowercase Letters or Non Alphanumeric Characters)</i>
2. Password = !bKabjtXOZ\$M <i>(Uppercase Letters, Lowercase Letters, Non Alphanumeric characters, Minimum 12 Character Length)</i>	2. Password = !bKAbcd0123 <i>(Uppercase Letters, Lowercase Letters, Base Digits, Non Alphanumeric Characters, Password Length Less than 12)</i>
3. Password = 312acb!efg%54 <i>(Lowercase Letters, Base Digits, Non Alphanumeric characters, Minimum 12 Character Length)</i>	3. Password = 123mardgras <i>(Lowercase Letters, Base Digits, Password Length Less than 12 and No Uppercase Letters or Non Alphanumeric Characters)</i>

If you encounter any problems call the OIT Helpdesk at (504) 671-5500.