

EMAIL CLIENT SETUP



CHANGING YOUR LOGIN PASSWORD

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1. Open Internet Explorer and go to mail.onacclivis.com
2. Login with your email address and password
3. Click the icon shown below, located at the top right corner of your page



4. Click Change Password
5. Complete the fields given:

change password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again.
You'll be notified when your password has been changed successfully.

Domain\user name:

Current password:

New password:

Confirm new password:

6. Click **SAVE**. And it's done!

Your new password must:

1. *Be at least seven characters long.*
2. *Contain a combination of at least three of the following characters: uppercase letters, lowercase letters, numbers, symbols (e.g. punctuation marks).*
3. *Not contain the user's username or screen name.*
4. *Not be any of your old password(s).*