

Changing Your GroupWise Password for Email

1. Open GroupWise.
2. In the tool bar, click on Tools.
3. Go to Options.
4. Double click on Security.
5. Type in your old password.
6. Click OK.
7. Now type in a new password. Confirm the new password.
8. Click OK.



You should change your email password periodically. You will never be prompted to do so or required to do so as you will be with your Novell log-in password. It is suggested that you change your GroupWise password when you are prompted to change Novell. Most people feel it is easier to have the same password for both GW and Novell.