Instructions to Change the Lotus Notes Client (version 8.5) password

To change your Lotus Notes Client (version 8.5) password, logon to your client mail with your current client mail logon credentials.

Click on File – Security – User Security.
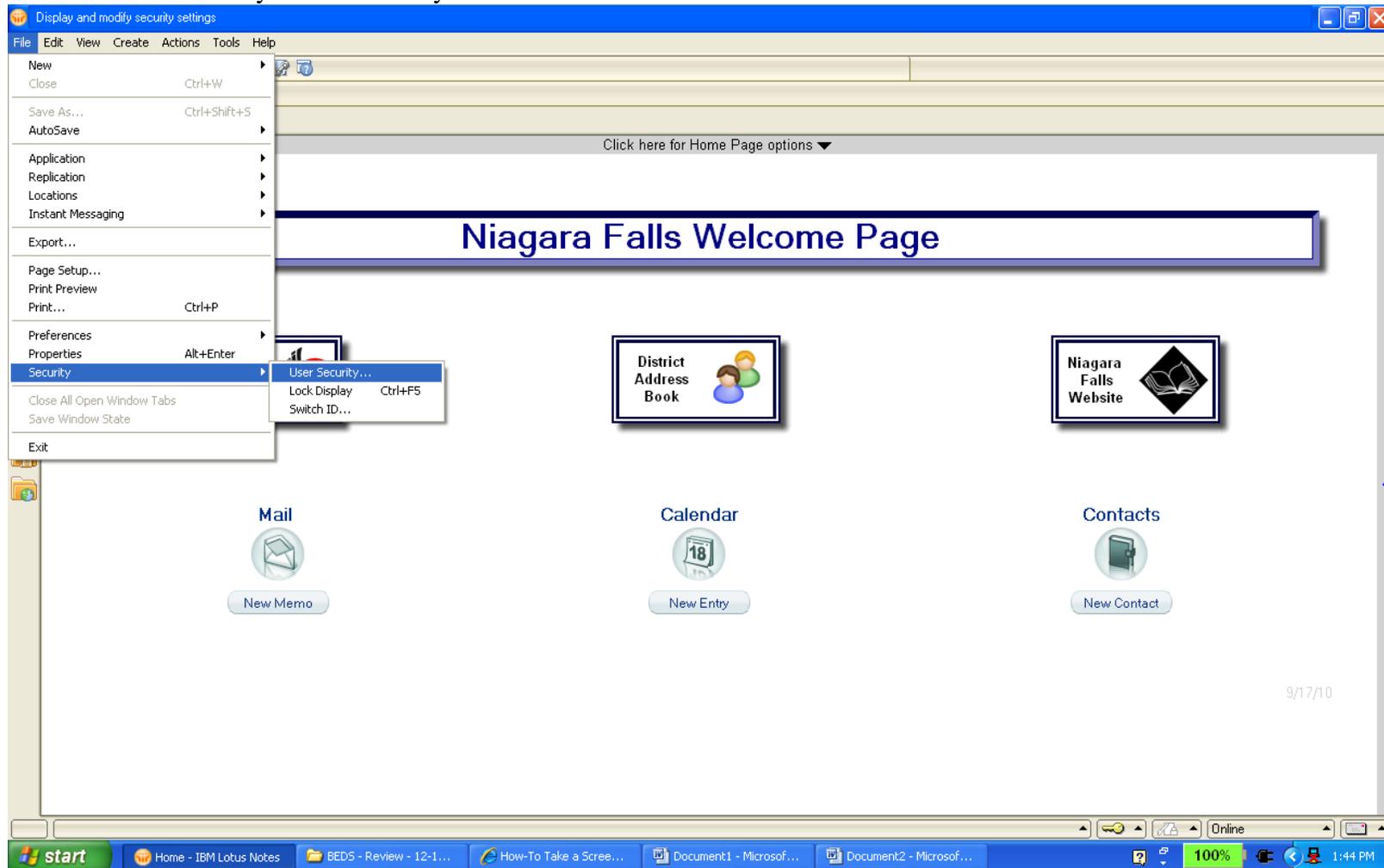
Enter your current password and click the 'Log In' button.
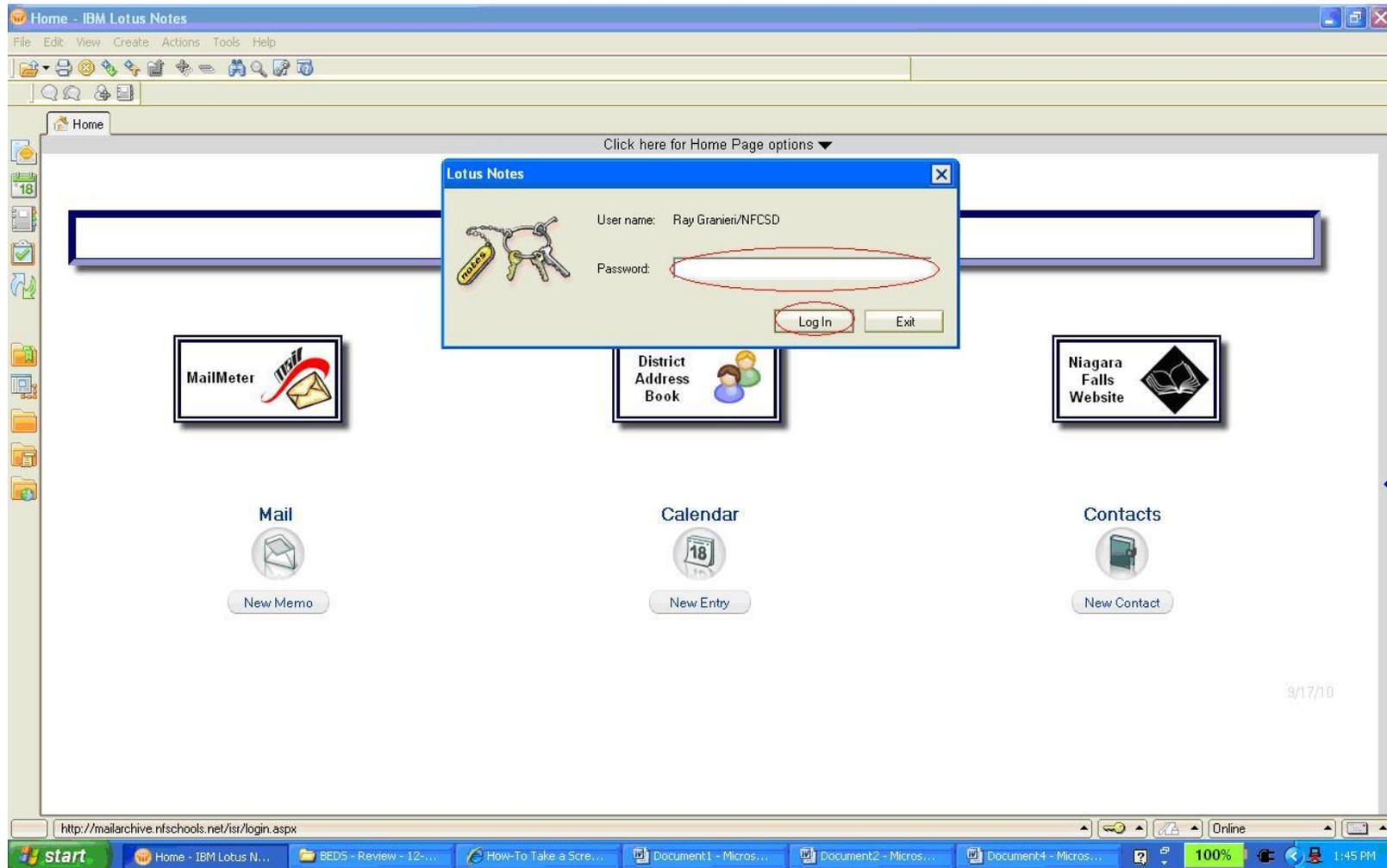
Click the 'Change Password…' button.
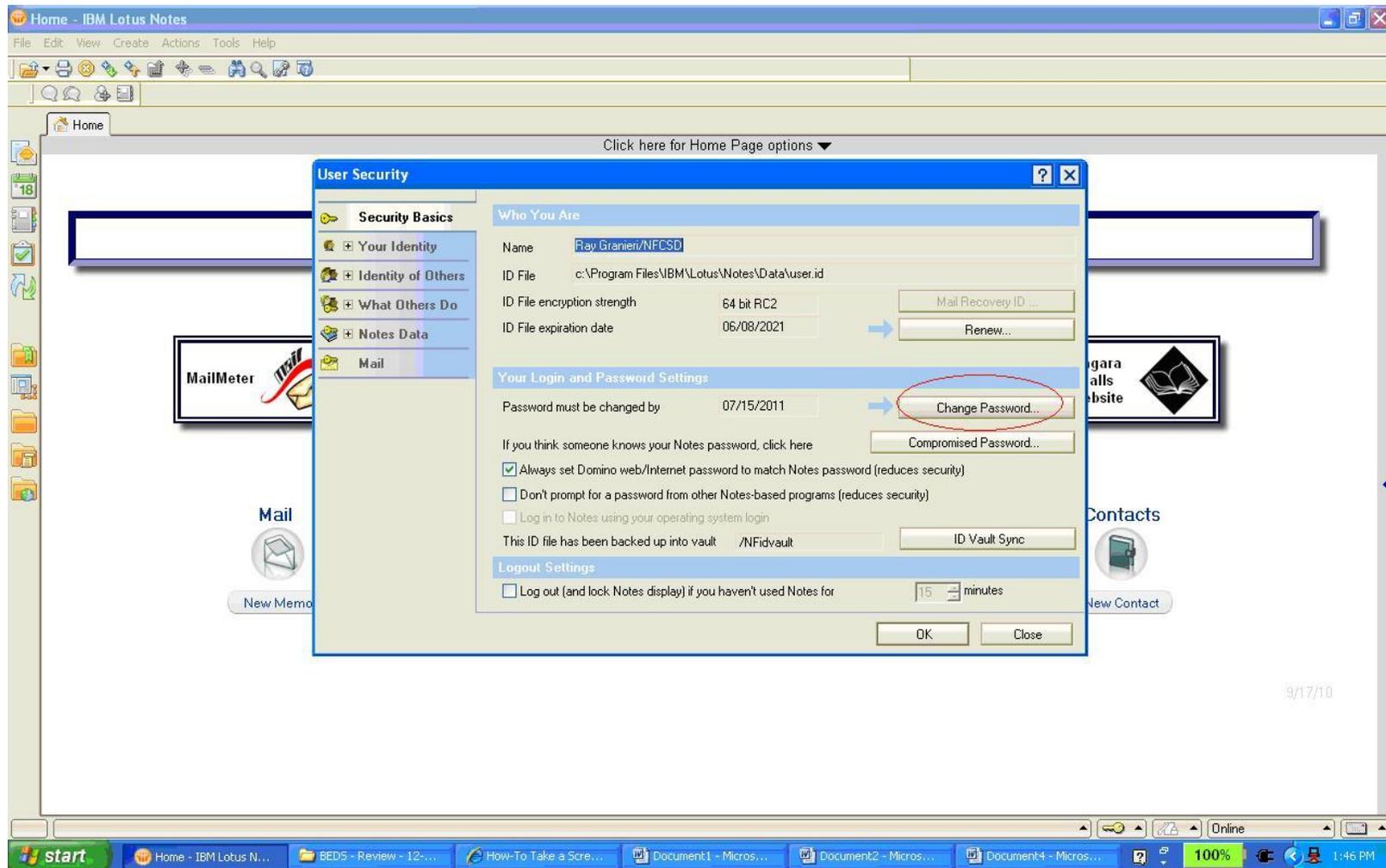
Re-enter your current password and click the 'Log In' button.
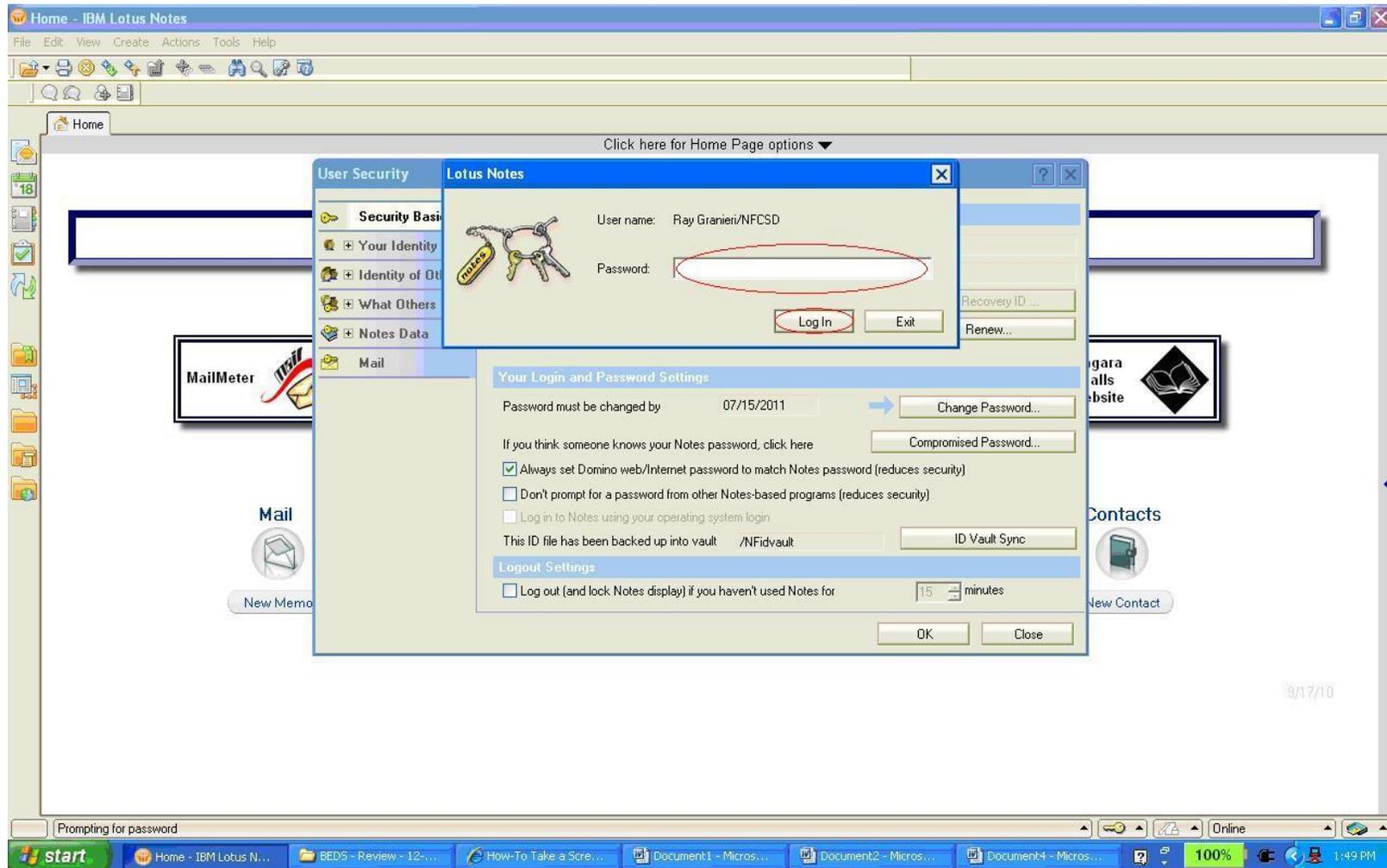
Enter your new password twice and click the 'OK' button. Please make note of the required password rules.
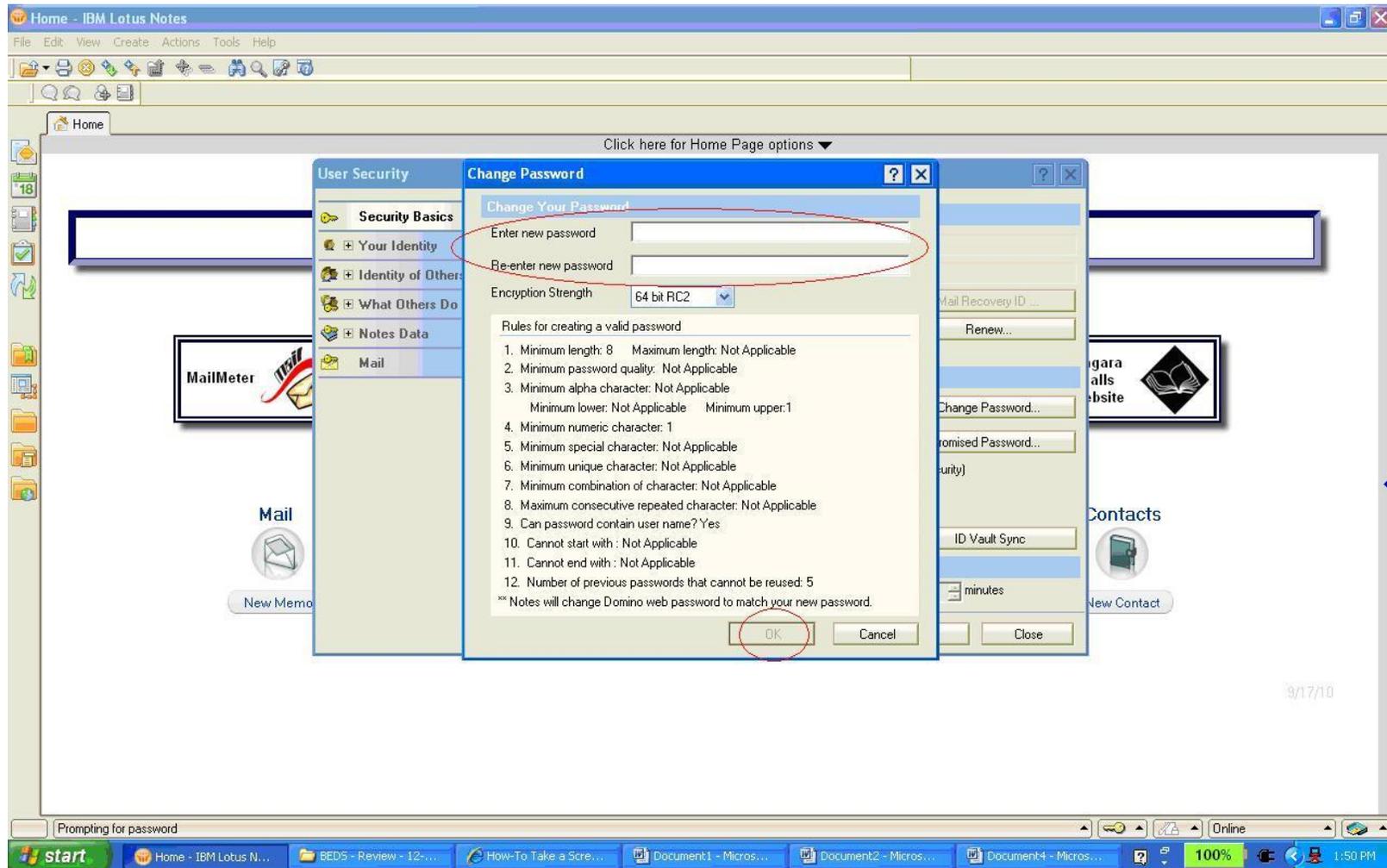
Click the "OK" button to complete the change password process.
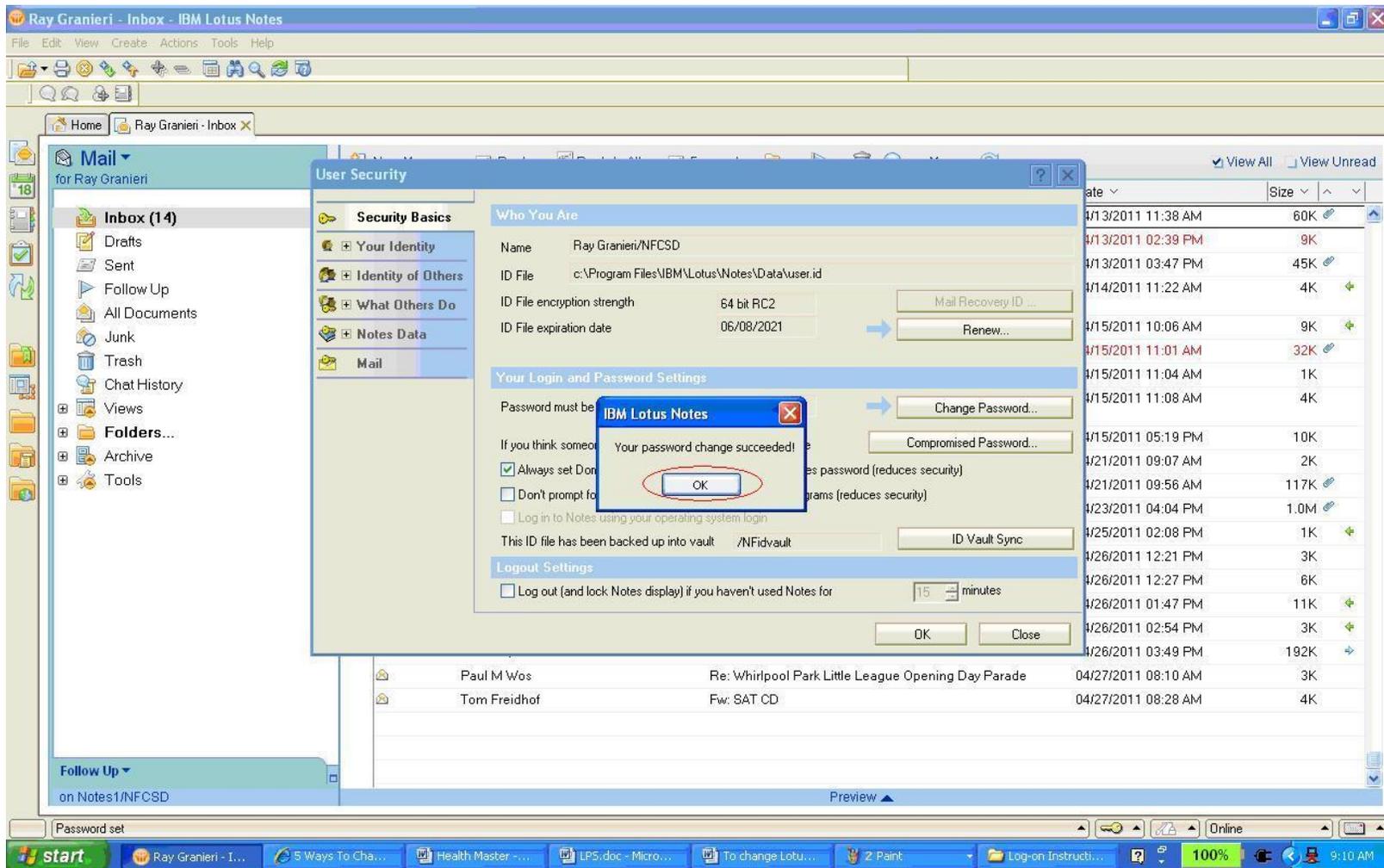
Click the "OK" button to return to Lotus Notes.