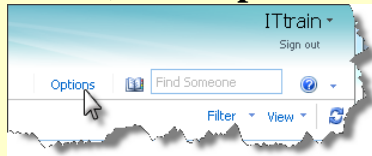


Reset your Password

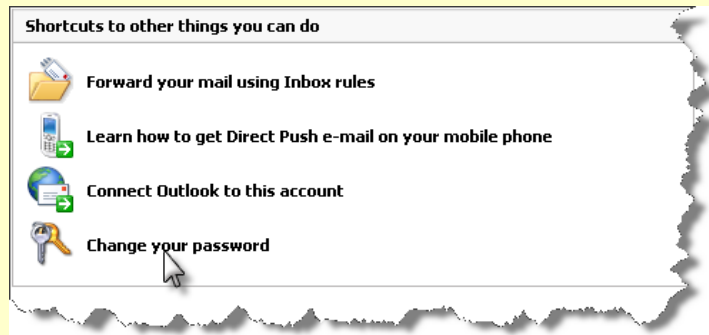
To reduce the risk of your password being hacked and compromising the VIMS network, you should follow ITNS security guidelines by changing your password regularly and using a complex password. Contact ITNS should you have any questions on these guidelines.

Try This Yourself:

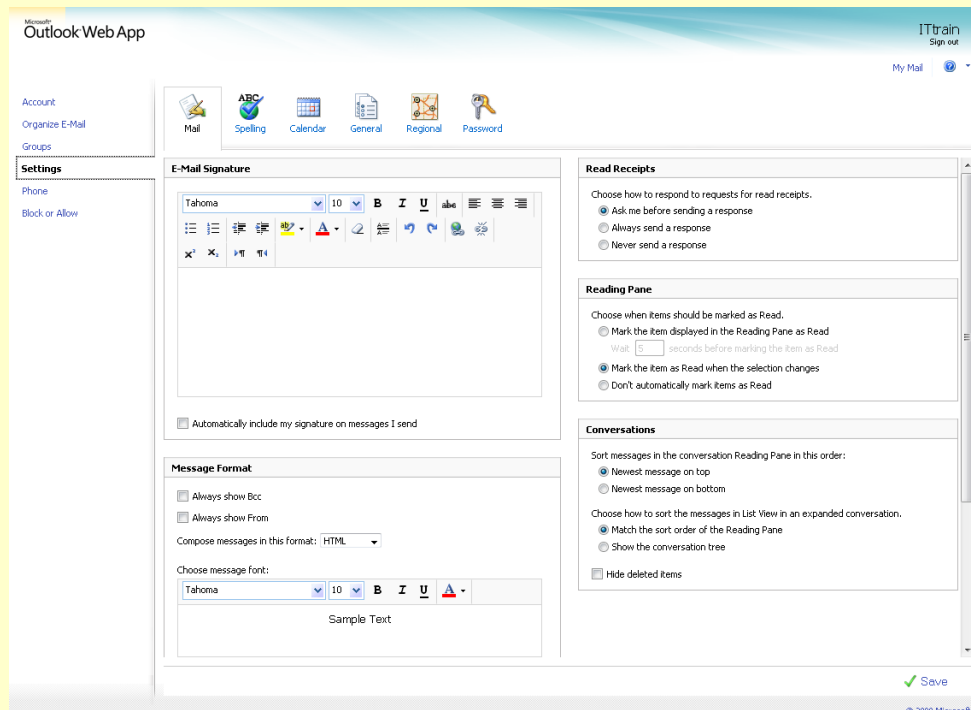
- 1 On the top right hand section, click **Options**.



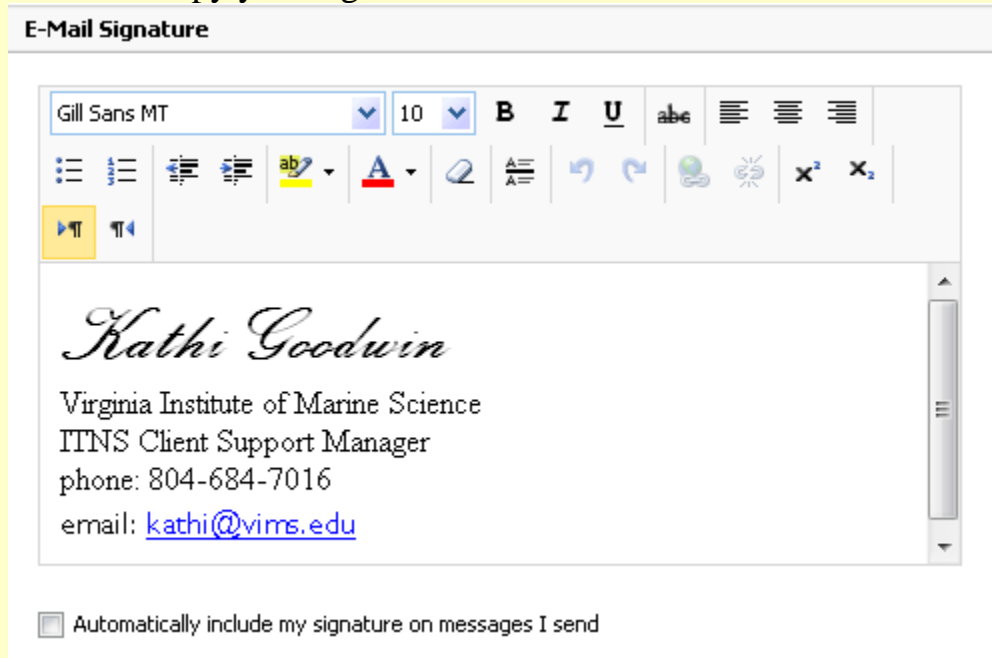
- 2 Under the shortcuts section in the bottom right hand section, click **Change your password**.



- 3 Your screen will look like this:



- 4 Type your signature information into the screen as follows. You can format it as well or copy your signature file from somewhere else.



- 5 Select **Automatically include my signature on messages I send** if you want your signature included on all messages.



- 6 Select **Save** in the bottom right hand corner.

