

Changing notes passwords:

1. From the Lotus Notes menu, choose Security and drag over to User Security.
2. You will be asked for your old password - enter it here.
3. On the right side of the screen you will see a button that says change password - click it
4. Again you will be prompted for a password.
5. A screen will come up that asks you to enter your new password twice - do that and click ok - do not check the box about making the password part of a keychain.