

Changing your Password

Where are you?

Working in the main office, Family House, or via VPN

Working via Citrix

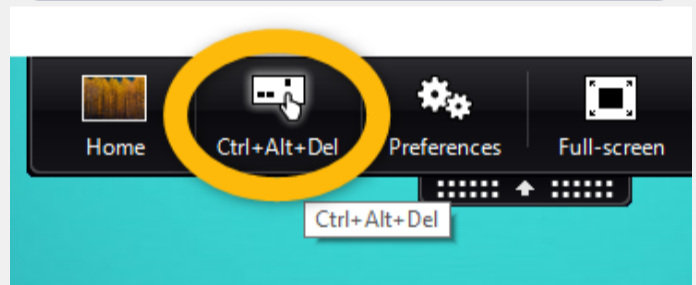
Press
CTRL+ALT+DEL

Click the **Arrow** at the top of the Citrix Desktop to **SHOW THE TOOLBAR**.

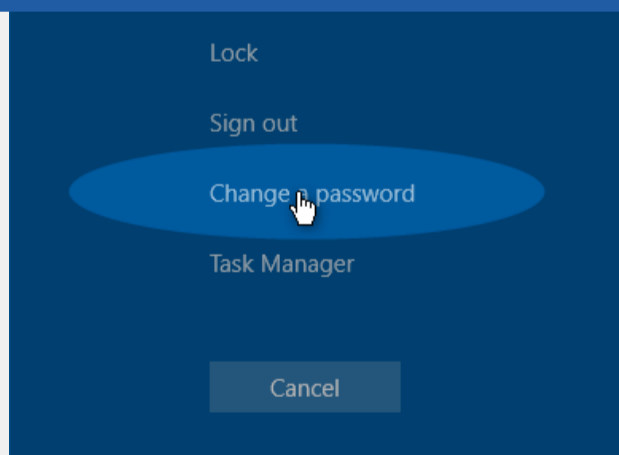


Click the Toolbar button
"Ctrl+Alt+Del"

Don't press those keys on your physical keyboard!



Click **CHANGE A PASSWORD** and make the change



Have a company iPhone?

Once you have changed your network password, update it on your iPhone.

Settings>Mail>Accounts>GLDPMAIL>Account>Password

If you are working via Citrix on a laptop with an encrypted hard drive, you must decrypt the laptop with the old password until you come into the office to sync the new password.