

Your ID File and Password Protection

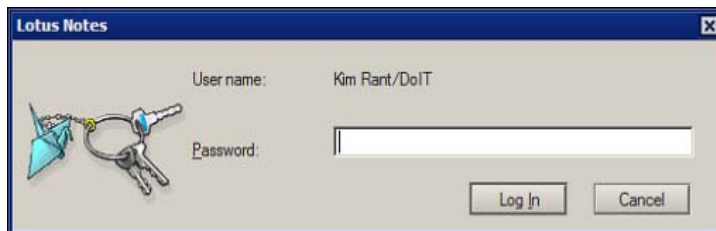
Your **Notes User ID file** serves as your “key” into the Notes server and the source of your Notes user name. This ID file is password protected. You receive this ID file when your account is created and you need it to install Notes on your computer.

Where can you find your ID file?

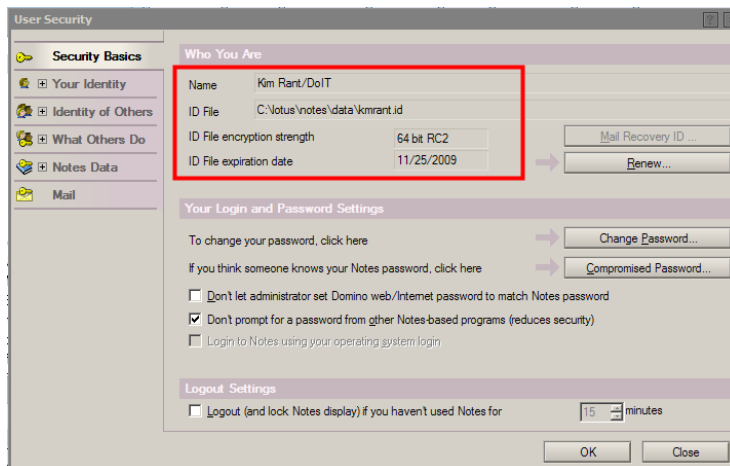
Typically, when Lotus Notes is installed on your computer your ID file is stored in the **C:\Lotus\Notes\Data** directory. The file name is your user name with an .id extension (i.e., jsmith.id). It is a good idea to keep a backup copy of this ID file in the event your computer crashes. Also, if you want to use Notes at another computer you will need your ID file to do so.

You can find this information in the *User Security* dialog box:

- From your *Inbox*, click **File > Security > User Security**



Enter your current password and click **OK**.



Click **Security Basics**.

Here you will see your Notes user name, the location of your ID file and its expiration date.

Name Changes/Department Changes

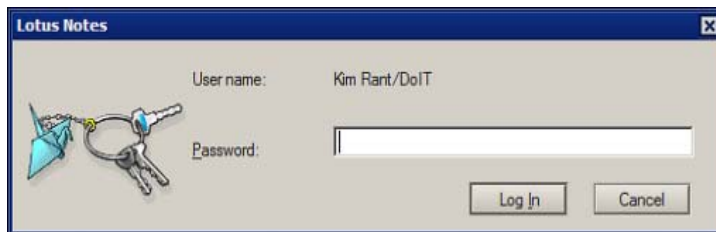
Notice that your user name includes an Organization code (i.e., Ronald Reagan/Pres). If your name changes or if you move to a different department you must contact call Computer Accounts at 2-8011 so that they can make the necessary changes.

How to Change Your Password:

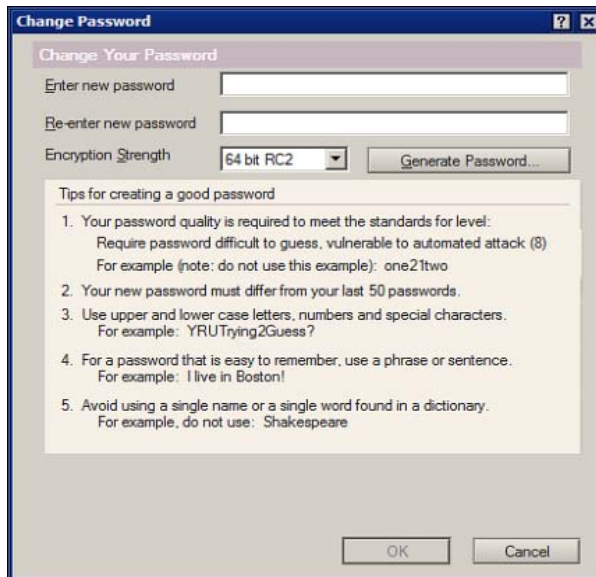
If someone knows your password they can access your Mail, Calendar, Address Book and other important information in Notes. If you suspect that someone has learned your password you should change it right away.

You can change your password in the *User Security* dialog box.

- From your Inbox, click **File > Security > User Security**
- From the **Security Basics** tab, click the **Change Password** button



Enter your current password and click **OK**.



Enter a new password and then enter it again in the **Re-enter new password** field.

Note: Your new password must differ from a certain number of passwords you have used in the past.

Click **Generate Password**
Click **OK**

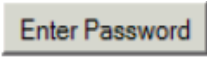
Tip! Since your password is stored in your ID file, don't forget to save a new copy of our ID file.

Passwords must contain 8 characters or more. The characters can be any combination of letters and numbers. The letters are case sensitive.

Your Notes Internet Password

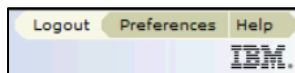
When you access Notes from the web you use your Notes Internet Password. By default this password is the same as your Notes password. If you change your Notes password your Internet Password **will not be automatically changed**. If you would like to keep these two passwords the same, do the following:

From the Notes Client (where Notes is installed in your office):

- ◆ Open the *Applications* bookmark folder and click the bookmark for ***SUNYSB's Address Book***
- ◆ Select your name in the **People** view and click the **Edit Person** action button
- ◆ In the *Person Document*, click the Enter Password  button in the **Internet Password** field, enter your new Notes **Internet Password** and click **OK**
- ◆ Click **Save and Close**
- ◆ Close *SUNYSB's Address Book*

From Notes on the Web:

- ◆ Click **Preferences**



- ◆ Click the **Security** tab
- ◆ Click the **Change** button
- ◆ Enter your **old Internet Password**
- ◆ Enter your **new Internet Password** twice
- ◆ Click **OK**
- ◆ Click **Save and Close**