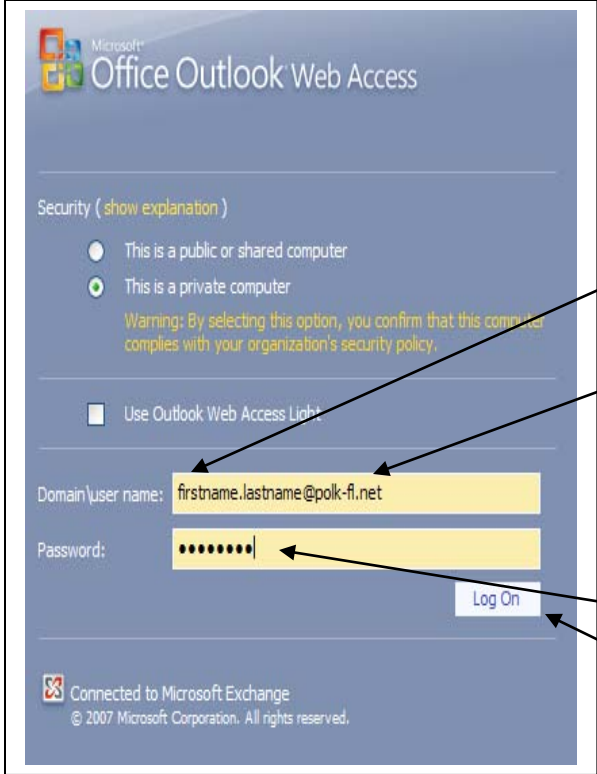
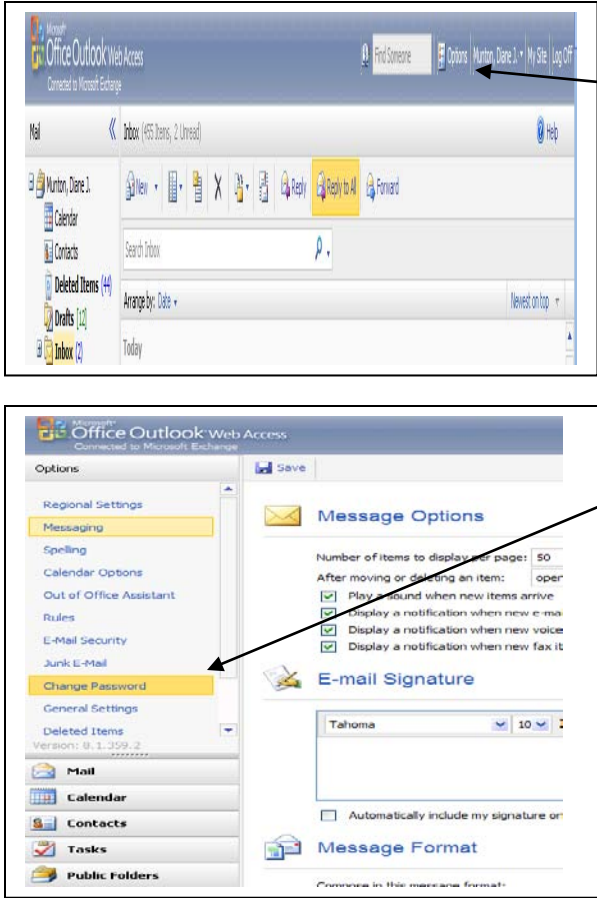
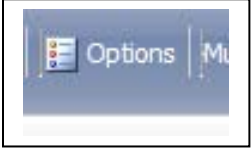
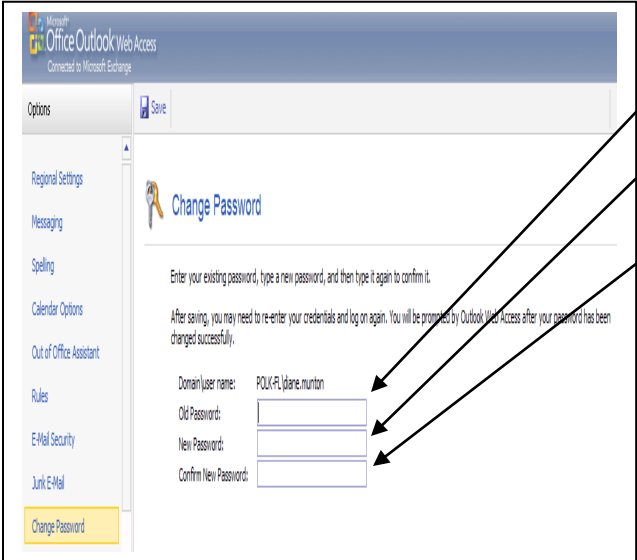


## Change the Polk-fl.net Password through Webmail

Steps	Screen Displayed	Procedures
1		<p>To Change your Polk-fl.net Password through Web Mail</p> <ul style="list-style-type: none"> <li>• <i>Log into Webmail</i></li> <li>• <i>Type your Username in the space provided (first name. last name)</i></li> <li>• <i>Follow your User Name with the domain @Polk-fl.net</i></li> </ul> <p><b><u>Example: firstname.lastname@polk-fl.net</u></b></p> <ul style="list-style-type: none"> <li>• <i>Type your Password</i></li> <li>• <i>Click the Log On button</i></li> </ul>
2		<p>Once you have logged into Webmail</p> <ul style="list-style-type: none"> <li>• <i>Click the Options icon</i></li> </ul> <div style="text-align: center; margin: 10px 0;">  </div> <p>The Options menu will be displayed.</p> <ul style="list-style-type: none"> <li>• <i>Click the Change Password button</i></li> </ul> <p><b><u>Important: There are specific guidelines for meeting New Password requirements. Please read and follow the directions in Step 3 before changing your Password.</u></b></p>

## Change the Polk-fl.net Password through Webmail

Steps	Screen Displayed	Procedures
3	<p style="text-align: center;"><b><u>SPECIAL NOTES ABOUT THE NEW PASSWORD REQUIREMENTS:</u></b></p> <p>All Employees must meet the new minimum Password requirement standards as follows:</p> <ol style="list-style-type: none"> <li>1. All passwords must have a minimum of eight (8) characters.</li> <li>2. All passwords must contain (3 of the 4 choices) numbers, capital and lower case letters, And/or a special symbol.</li> <li>3. All Network/Email Passwords will be required to change every 120 days.</li> <li>4. You cannot use one of your last 5 Passwords.</li> <li>5. Your Password cannot contain 3 or more consecutive characters from your username.</li> <li>6. Your new Password must be kept for at least 2 days before you can change it again</li> </ol> <p style="text-align: center;"><b>** IMPORTANT NOTE**</b></p> <p>A laptop computer must be connected to the Polk County Network by either wire or wireless for the new Password to be updated on the laptop (Required First time Only!).</p> <p><b><u>REMINDER</u></b> - Your Passwords will need to be updated on all mobile devices also.</p>	
4	 <p style="text-align: center;"><b>AFTER YOUR PASSWORD HAS BEEN SUCCESSFULLY CHANGED, YOU MUST LOGOFF YOUR COMPUTER AND THEN LOG BACK ON FOR YOUR PASSWORD TO TAKE EFFECT.</b></p>	<ul style="list-style-type: none"> <li>• Enter your <b>Old Password</b></li> <li>• Type a <b>new Password</b> following the guidelines in <b>Step 3</b></li> <li>• Type the <b>new Password</b> again to confirm it</li> <li>• Click the <b>Save</b> icon</li> </ul> <p>Once you have changed your Password</p> <ul style="list-style-type: none"> <li>• <b>Log Off Webmail</b></li> <li>• <b>Restart your computer</b></li> <li>• <b>Log back</b> into the <b>Polk-fl Domain</b> with the Password you just created.</li> </ul> <p><b><u>Note: Whenever you log into a Polk-fl.net system using your Firstname.Lastname as a UserID you will use this Network Password for access to that system.</u></b></p>