

# ACTVET

Abu Dhabi Centre for Technical and Vocational Education and Training | مركز أبوظبي للتعليم والتدريب التقني والمهني

## CHANGE PASSWORD

### *What is this Guide About?*

This guide is about changing the domain user password when it is expired/not expired or inside/outside office.

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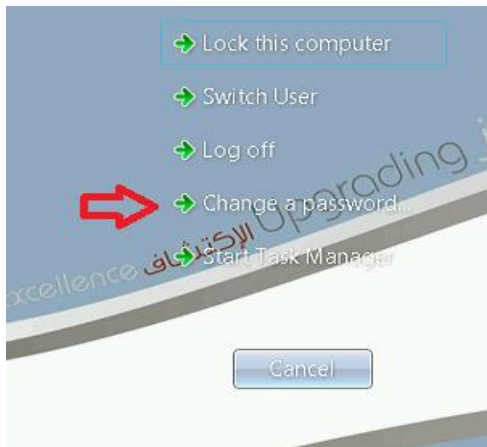
## CHANGE PASSWORD

### Change Password inside office (Expired/Not Expired)

Step 1: Press **Ctrl+Alt+Delete** button



Step 2: Click **Change Password**



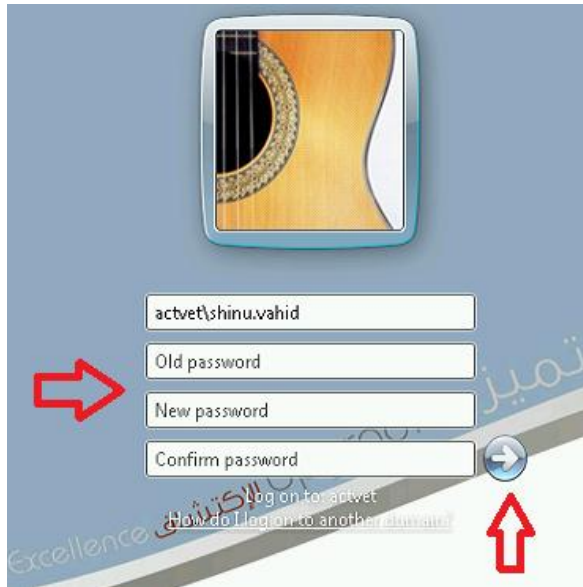
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## CHANGE PASSWORD

Step 3: Type your **Old password**, **New password** and **Confirm password**. Then click on  button.



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## CHANGE PASSWORD

### Change Password out of office

#### - Expired Password

Step 1: Click on the following link <https://mail.actvet.ac.ae>

Step 2: Enter your **User name** and **Password** then **Sign in**.

User name:

Password:



Step 3: Type your **User name**, **Current password**, **New password** and **Confirm password** then click **Submit**

User name:

Current password:

New password:

Confirm new password:

Step 4: Click **OK**

Your password has been changed. Click OK to sign in with your new password.

Connected to Microsoft Exchange  
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## CHANGE PASSWORD

### - Not Expired Password

Step 1: Click on the following link <https://mail.actvet.ac.ae>

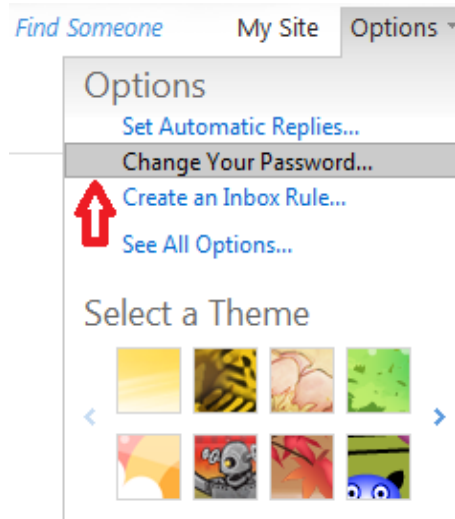
Step 2: Enter your **User name** and **Password** then **Sign in**.

User name:

Password:



Step 3: Click on **Options** and then click on **Change your password**



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## CHANGE PASSWORD

**Step 4:** Type your **Current password**, **New password** and **Confirm password** then click on **Save**

Microsoft Outlook Web App

Mail > Options

Account

Organize E-Mail

Groups

**Settings**

Phone

Block or Allow

Mail Spelling Calendar General Regional **Password** S/MIME

### Change Password

Enter your current password, type a new password, and then type it again to confirm it.

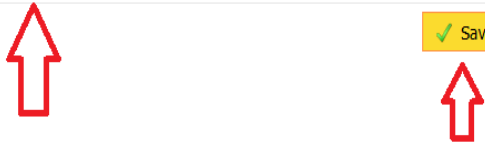
After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name: ACTVET\shinu.vahid

Current password:

New password:

Confirm new password:



**Step 5:** Click **OK**

Your password has been changed. Click OK to sign in with your new password.

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## CHANGE PASSWORD

### Update New Password in iPhone

Step 1: Go to **Settings**



Step 2: Choose **Mail, Contacts, Calendars**



Step 3: choose **Exchange**



Step 4: choose **Account**



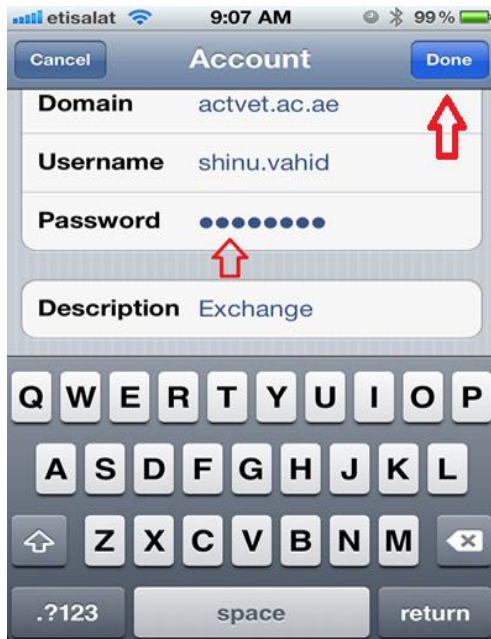
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Step 5: Change New Password and click done.



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