

User Password Change Instructions

Use the following steps to change you logon password to the ArafuraCloud System

** Please note that the password change is system wide, when you make any change to your password the new details will need to be entered into andy devices collecting Email from the ArafuraCloud System

This includes iPad, iPhone, Android and Windows / Mac PC using Office Outlook Products.

Logon to the ArafuraCloud System portal and select Published Desktop from the available applications.

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Microsoft Excel	Microsoft Outlook	Microsoft Project 2010	Microsoft Publisher	Microsoft Word	MYOB Premier 19	Published Desktop
		2010				

Once logged into the system select Start -> Settings -> Windows Security as shown below.



Once you have selected the Windows Security Option above the following prompt will appear.

Select Change a Password

Score this computer	
 Log off	
Change a password	
Cancel	

Enter your current Password

Enter your new password Twice, when completed hit Enter

(Ensure Your Password Is Complex and not a dictionary Word) Great Examples are Sentences such as MyDogsNameisWoof!

arafura-asp\demo.user
Old password
New password
Confirm password
 Log on to: arafura-asp How do I log on to another domain?

Once completed the following window will appear.

Your password has been changed.

As indicated at the start of this document you will then be prompted over the next 60 minutes to change / update the password on all your devices that are connecting to any ArafuraCloud Services.

For support and assistance please call 08 89442244