Active Directory Passwords and Mac OS 10.9.x

Mavericks (10.9.x) will <u>not</u> notify a mobile network account user at the login screen when their active directory password is about to expire.

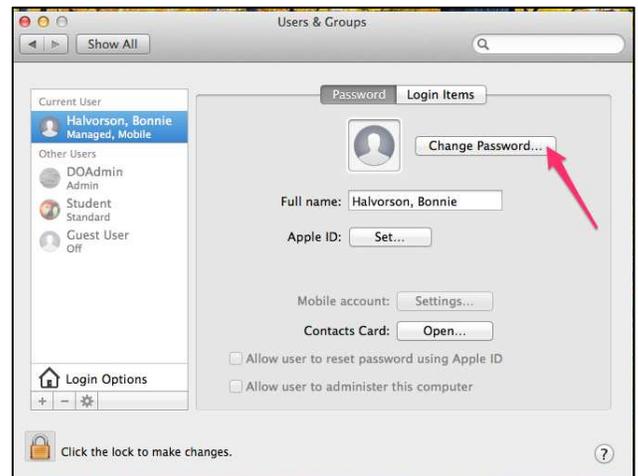## How Will I Know When it is Time to Change my Password?

Microsoft Outlook will begin to warn you when your password is about to expire at least 10 days prior to it expiring. In Mavericks, you will not be warned at the login screen.

A small error window will pop up in the lower left corner of your open MS Outlook session. Be sure you change your password **before** it expires.

How Do I Change my Password in Mavericks?

If you use http://mail.district196.org to access your mail, you can change your password within that web app under **Options.** But if you have a district computer assigned to you, it is best to change your password using the following directions:

1. Quit out of MS Outlook.
2. Open **System Preferences** from under the black Apple icon in the upper left corner of the computer screen.
3. Select **Users and Groups.**
4. Find your name and select it.
5. To the right is a **Change Password** button. Click on it, another window opens. Put in your old password, the new one and verify the new one. Click the **Change Password** button in that window.
6. Log out of your account and then log back in with your new password.
7. Launch MS Outlook and use your new password.

Note: if you saved your password (not recommended), go into Preferences under the Outlook menu. Select Accounts and delete the password. Each time Outlook launches it will prompt you for your password (recommended).

Remember to Change Your Password on your Mobile Devices

Be sure to go to any mobile device you have district email setup on and make a change to your password there (phones, tablets, etc). If you are connecting to the district's wireless with your district network credentials, make the change there to. This might involve "forgetting" the current wireless choice and then adding it back in with the new password.

District 196
Technology Support

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Page: 1 of 1