Memo

Date: January 24, 2022

To: All Remote Clergy

From: Information Technology Department

Re: Self-Serving Passwords for Arch E-Mail – **Part 2**

As mentioned in the initial memo sent over the past few weeks, this is the follow-up memo that you were to receive containing further instructions on the steps you will need to take to access your Arch-based e-mail account on/after this Wednesday, January 26, 2022.

<u>Please read this e-mail in its entirety and familiarize yourself with the steps you're being asked to perform</u>. **As you will need these instructions to regain access to your account following the migration on the night of January 25, 2022, you will want to print a copy of this e-mail as you won't have access to your inbox after EOB that day.**

> *Should you have any difficulties and/or require additional assistance, **please do not contact the members of the IT department directly by phone or e-mail** as your request may be overlooked. Instead, always remember to submit a ticket to the help desk at* **http://help.archatl.com** *and an IT team member will be in touch with you as soon as possible.*

<u>**The steps below should be completed at or after 8:00am on Wednesday, January 26, 2022. Prior to that time you should still be able to access your e-mail account using your current credentials.**</u>

1. Using a personal computer with access to the internet, open your preferred browser and proceed to the 365 portal at: https://outlook.office.com/

2. Click on your account to login. If not already displayed, login using your full e-mail address as your Sign in ID (example: jdoe@archatl.com)

3. Use the following temporary password: *(distributed over e-mail you received)*

4. Upon login, you will be prompted to change the temporary password to one that you choose. Please remember to keep the following minimum specifications in mind when choosing your new password:

    Each of the following criteria must be met when creating a new password under AoA policy guidelines:
    - The minimum password length is 10 (ten) characters.
    - The password must contain a minimum of 1 (one) number character
    - The password must contain a minimum of 1 (one) lower case letter
    - The password must contain a minimum of 1 (one) upper case letter
    - The password must contain a minimum of 1 (one) special character (i.e. ! @ # $ % & ~ etc.)

    EXAMPLES: 1stSundayMa$$ -or- EyeM@Seven11 -or- BravesWin4-0!

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