



ICTS Guides

How to change your UNESCO intranet password



From your browser, go to:
<https://mail.unesco.org>

The screenshot shows the UNESCO Webmail login interface. At the top left is the UNESCO logo with the text 'United Nations Educational, Scientific and Cultural Organization'. To the right is the 'UNESCO Webmail' title and a colorful dove icon. Below this is a 'Security (show explanation)' section with three radio button options: 'This is a public or shared computer' (selected), 'This is a private computer', and 'Use the light version of Outlook Web App'. There are two input fields for 'User name:' and 'Password:'. A dark blue 'Sign in' button is positioned to the right of the password field. At the bottom, it says 'Connected to Microsoft Exchange' and '© 2010 Microsoft Corporation. All rights reserved.'. A footer bar at the very bottom states 'This service is provided by the Bureau of Knowledge and Information Systems Management (MSS/BKI)'.

UNESCO
United Nations
Educational, Scientific and
Cultural Organization

UNESCO Webmail

Security (show explanation)

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

User name:

Password:

Sign in

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Management (MSS/BKI)



Add your account credentials *as obtained by ICTP Personnel Office:*

It could be:

1) User name: **hq**\<initial of your name>_<family name>

Password: <the one communicated by the Personnel Office>

2) User name: **fu**\<initial of your name>_<family name>

Password: <the one communicated by the Personnel Office>

In the example for Enrico Fratnik:

HQ\e_fratnik

Please note the hq or fu in front and the “\”, all without spaces !!!!



UNESCO Webmail



Security (show explanation)

- This is a public or shared computer
- This is a private computer

- Use the light version of Outlook Web App

User name:

Password:

Sign in

Then press the "Sign in" Button

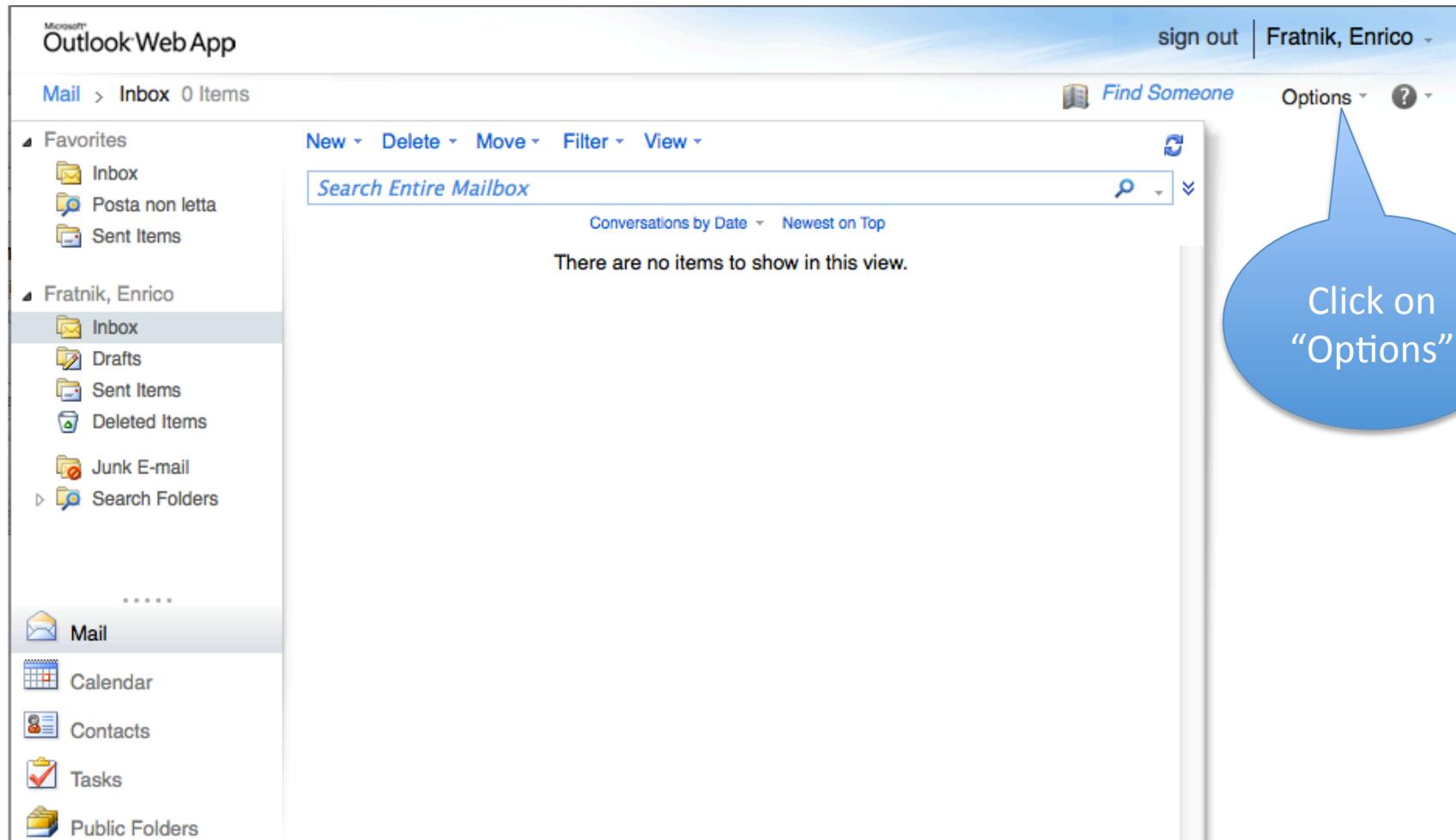
Connected to Microsoft Exchange

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It will be displayed:





sign out | Fratnik, Enrico ▾

 Find Someone Options ▾ ? ▾

Options

- Set Automatic Replies...
- Change Your Password...**
- Create an Inbox Rule...
- See All Options...

Select a Theme

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>

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... and then, select:
"Change Your Password..."



RULES for choosing your new password:

- At least 8 characters long
- Do not contain the user's network Logon name, first name or last name
- Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Numerical characters (0 through 9)
 - Non-alphabetic characters (for example !, *, -,%,@)

Beside the minimum requirements, passwords shall not:

- be based on personal information like names of family, pets, friends, birthday, phone number...
- or common words like unesco, paris, sciences, education, culture, password, ...
- or easily generated patterns like abcd, aaabbb, qwerty, azerty, or 123456



Microsoft Outlook Web App sign out | Fratnik, Enrico

Mail > Options My Mail ?

Account
Organize E-Mail
Groups
Settings
Phone
Block or Allow

Mail Calendar General Sent Items Regional **Password**

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: HQ\e_fratnik
Current password:
New password:
Confirm new password:

Save

Type in your Current password and twice the new one (follow carefully the rules on password), then click on "Save"



Microsoft Outlook Web App sign out | Fratnik, Enrico

Mail > Options My Mail ?

Account
Organize E-Mail
Groups
Settings
Phone
Block or Allow

Mail Calendar General Sent Items Regional **Password**



UNESCO Webmail

United Nations
Educational, Scientific and
Cultural Organization

Your password has been changed. We recommend that you close all browser windows at this time.

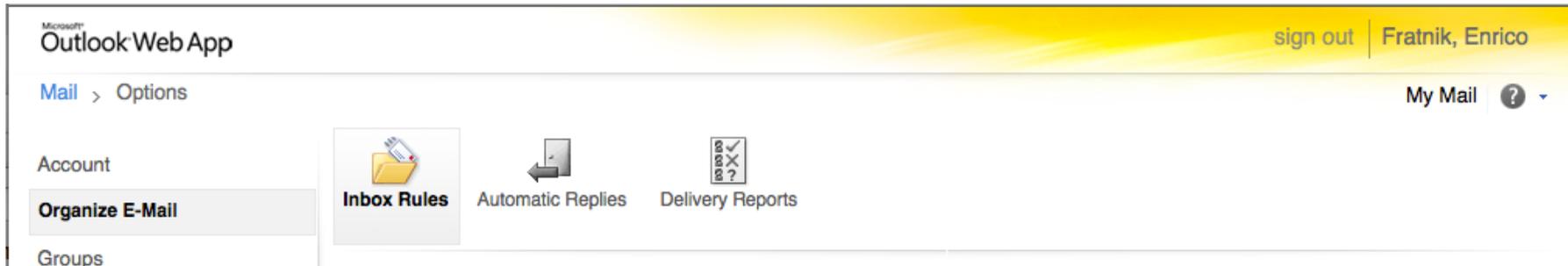
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The following message will confirm that you changed the password correctly.



Log out



Then, Log out pressing the "Sign out" Button