

## Change Your Calendar Offline Password to Match Your New MEMO Password

Have you recently changed your MEMO password within the Personal Administration Tool? When you log into Calendar with your new password, you will be prompted to enter your “Offline Password.” When this happens, you need to change your offline password to match your newly changed MEMO Password.

1. Start Calendar:  
Start >> Programs >> Corporate Time >> Corporate Time 6
2. At the Sign-In window, type your User name and new Password.
3. Click Sign In.



- You will be prompted to enter your offline password. The offline password was set when you logged in to your Calendar account for the very first time. Most users set their offline password to be the same as their online password.

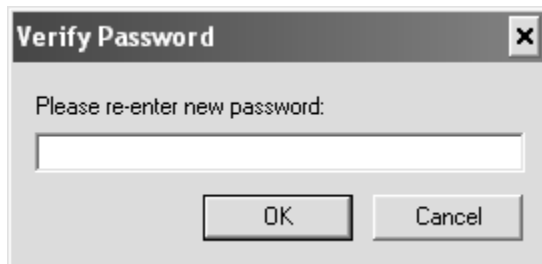


4. Type your old password into the Password field and click OK.
  - Once you get into your Calendar account, you need to change your offline password to be the same as your online password. If you don't, you will be prompted for both passwords each time you login.

5. From the File Menu, select Work Offline.
  - Your account will restart in Offline mode.
6. From the Tools Menu select Change Password...
7. In the Old Password field, type the old password.
8. In the New Password field, type the new MEMO password you created from the Personal Administration Tool.
9. Click OK.



10. You will be prompted to verify your new password. Type your new MEMO password again in the field provided.
11. Click OK.



12. From the File menu, select Work On-line. If the Password Reconciliation window opens, leave the first radio button selected and click on OK. The next time you login to Calendar, you won't be prompted to enter your Offline Password.

