# Changing Your Password in Outlook Web Client

All new hires are assigned a Magnum Cementing E-mail address upon being hired. You will initially receive a randomly generated password and you will need to change it to a password that meets our security guidelines.
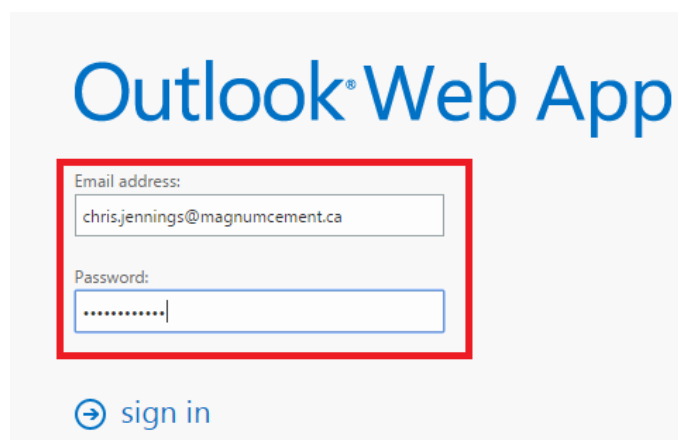
In order for our passwords to meet security guidelines it must contain the following:

- A capital letter
- A number
- A special character (~!@#$%^&*_-+=`|\(){}[]:;"'<>,.?/)
- Must be at least 8 characters long

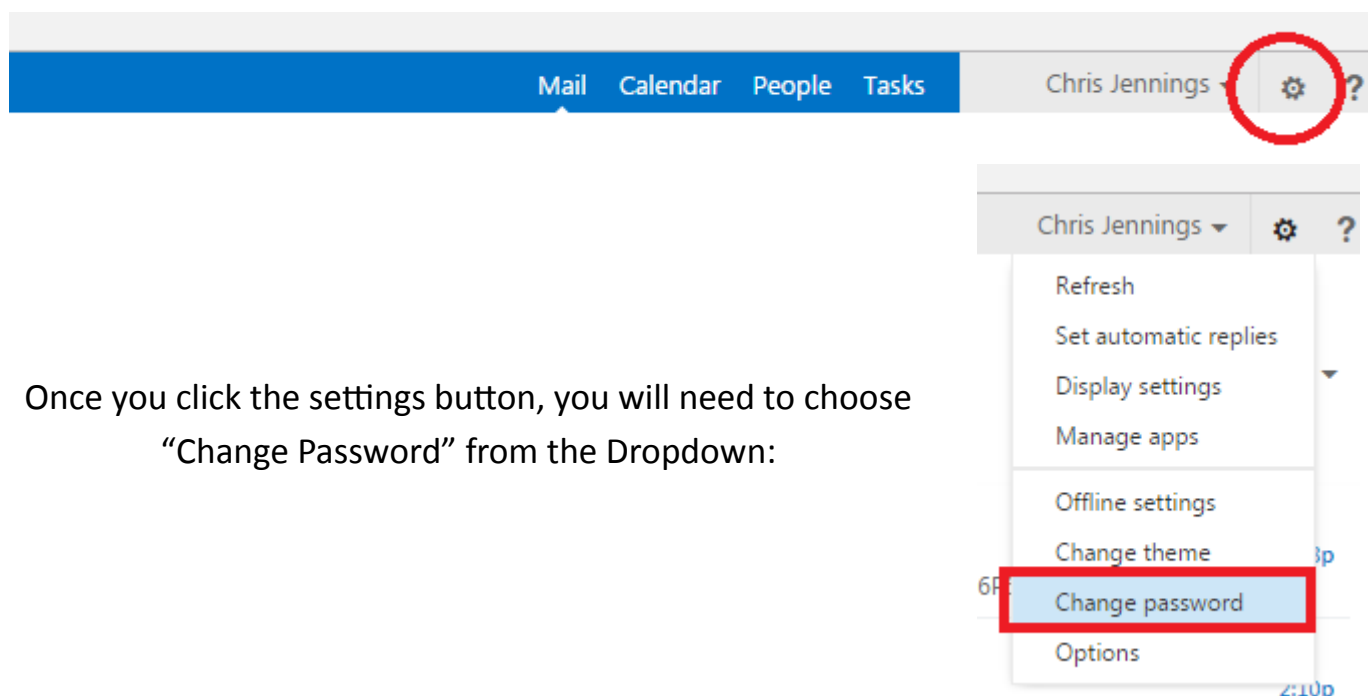To change your password, you first need to log into Magnum's web client, it can be found by first going to www.MagnumCement.ca and scrolling to the bottom of the web page:
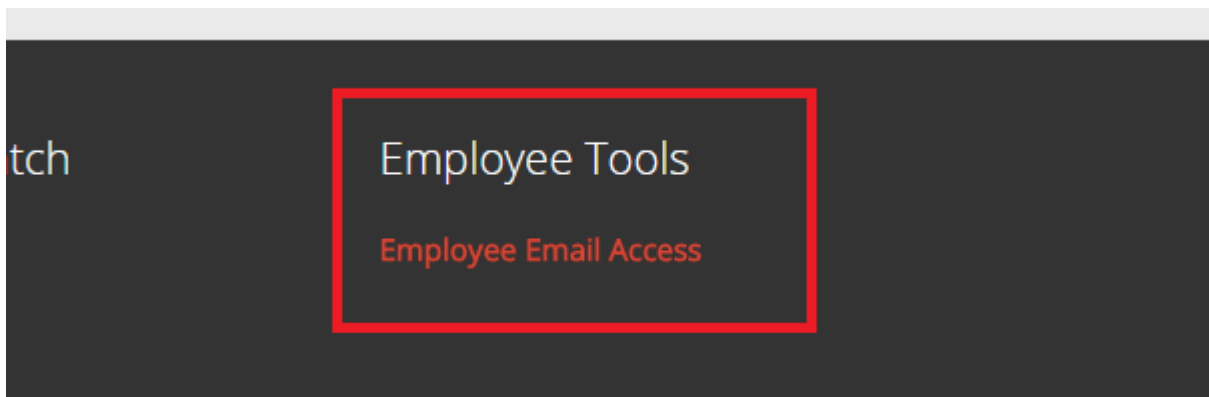
You will then need to log-into the web client using your E-Mail address:
(FirstName.LastName@Magnumcement.ca)

Once your mail has loaded, look for the "Gear" or setting button in the top right hand side of the webmail browser bar:

Mail   Calendar   People   Tasks   Chris Jennings   ⚙   ?

Chris Jennings ▾   ⚙   ?

Refresh
Set automatic replies
Display settings
Manage apps

Offline settings
Change theme
Change password
Options

Once you click the settings button, you will need to choose "Change Password" from the Dropdown:

A new page will load asking you to enter your old password, as well as your new password that meets the security requirements outlined on the first page.

change password

Enter your current password, type a new password, and then type it again t

After saving, you might need to re-enter your user name and password and

Domain\user name: ITUN\chris_jennings_magnu

Current password:

New password:

Confirm new password:

save

Once the new password has been saved, you will be logged out and prompted to log back in. Do so and you can start using your e-mail.