

Updating your password on your Mac

Devereux Chambers

Prepared by: Paul Burgess

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SproutIT enable law firms & barristers' chambers to achieve competitive advantage and peace of mind, through the innovative use of best-of-breed technology, focussed cyber security and resilience, award winning services, and passion for service excellence.

 www.SproutIT.co.uk
 AskTheExpert@SproutIT.co.uk
 +44 (0) 20 70368530
 @Sprout_IT
 Sprout_IT

Why you should update your password

This document will walk you through how to update your chambers password on your Apple Mac, once you have changed it on the chambers network

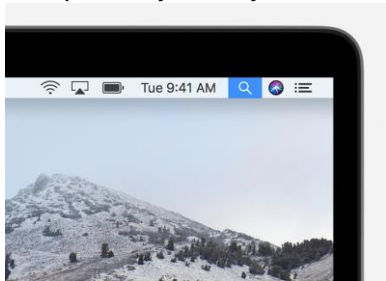
As the credentials can be saved multiple times on your Mac - by items such as email accounts, printers, file shares etc. - it is important to follow these instructions, to avoid your account becoming locked out by an incorrect password saved on your Mac

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How to update your password

To ensure you update all the saved passwords on your Mac, you need to open an application called **Keychain Access**

To open Keychain you can use **Spotlight** to search your Mac



or by pressing the **⌘ + Space** keys together, then typing **Keychain**

Click on the program name, **Keychain Access**

Once the program is open, search for your chambers username in the top right hand corner

In the images below, the username we are working with is **test123**



This will display any items that are using your saved credentials

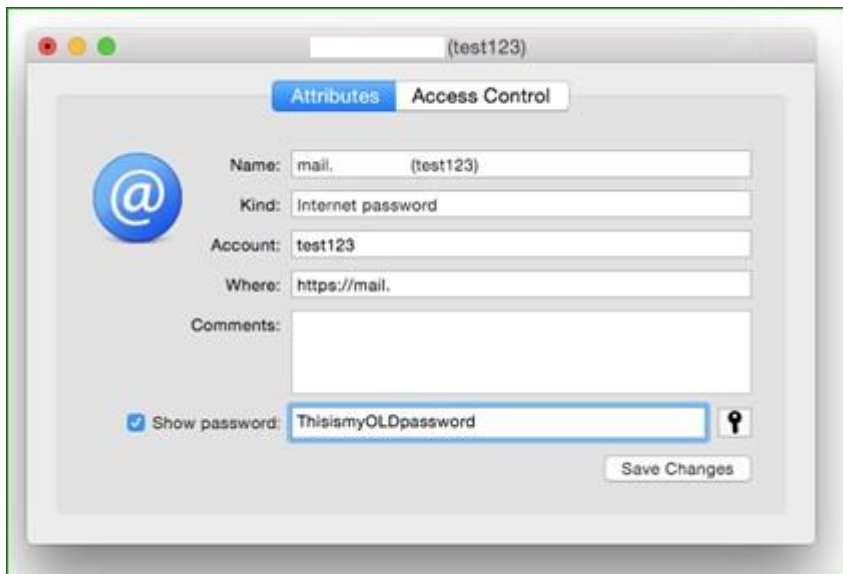
Open each item found by double clicking on it, or right clicking and selecting get info

Once the item is open, click the Show Password tick box

You will then have to enter your Mac password here to display the password (not your chambers password)



After entering your Mac password you will be able to see the password for this item, it should show your old password



Replace the old password with your new password



Click **Save Changes**

Repeat this for **all** items that were found in Keychain Access when you searched for your username

You will now be able to continue to use the applications that use your chambers credentials