



## Accounts

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# Changing Your Cisco Unified MeetingPlace Password

Cisco Unified MeetingPlace passwords expire periodically. When they do, you must set a new password.

### Before You Begin

This procedure is based on IBM Lotus Notes Release 8. The interface may differ slightly for other releases of IBM Lotus Notes.

### Procedure

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- Step 1** Sign in to IBM Lotus Notes and open your IBM Lotus Notes calendar.
  - Step 2** Select **More ► Preferences**.
  - Step 3** Select the **Calendar & To Do** tab.
  - Step 4** Select the **MeetingPlace** tab.
  - Step 5** Enter your current password.
  - Step 6** Enter your new password.
  - Step 7** Retype your new password.
  - Step 8** Select **Change Password** then select **OK**.
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