

Choosing a Password

Your password for hosted MS Exchange email must be at least 8 characters which must include an uppercase letter, lowercase letter and a number. Ex: Secret01

Bad passwords are:

- Names of any of your family.
- Any word which appears in a dictionary.
- Should not contain any personal information ie common first names, your surname, names of pets and literary characters.
- Your birthday, userid or car registration number.
- Any dictionary word slightly modified (e.g. by adding a number to the end, or changing I to 1)
- Simple sequences such as QWERTY, LETMEIN, the name of your school, or an obvious name spelled backwards.

Guidelines for a good password:

- Have both uppercase and lowercase letters, numbers and characters.
- Is easy to remember, so that they do not have to be written down.
- Are at least eight characters long but **12 is the new standard** for secure passwords.
- Can be typed quickly, so somebody cannot follow what you type by looking over your shoulder.
- Two recommended techniques for choosing passwords which are hard to crack but possible to remember are:
 - Choose a short sentence or phrase which makes sense to you (but is not a common saying or proverb), use its initial letters and then insert a number or punctuation in the string, like Not5fsw (None of This Fancy Stuff Works.)
 - Take two or more short, unrelated words and put them together, inserting a number or punctuation at some point, like robot4My or Eye-coN

Having chosen your password, keep it safe - preferably in your head only. Never store it in text form on any computer system, and never leave a handwritten copy lying about; do not give your password to other people however trustworthy you believe them to be. We will **never** ask you to change your password to a particular word.