Deerfield Academy

Information Technology Services

Change Network Password
On a MacBook

Step 1 – Change Your Network Password

- Open a web browser and go to https://mail.deerfield.edu [or http://deerfield.edu/daily and click on **Check Email**

- Login to Microsoft Outlook Web App using your DA Network UserID and current password

- Go to the upper corner and click **Settings** ⚙ → **Change Password**

- Follow the instructions on the change password page

- If you also connect to your account from a phone or iPad or desktop email application (Outlook, Apple Mail), you will need to update the password in the settings on that device to match your new password

Reminder: Your password must be at least 8 characters in length and contain at least one capital letter, one lower case letter, and one non-alphabetic character (e.g., 1, 4, $, -, #).

Step 2 – Change Your Password on GREENDOOR Wireless Network

- Click on the wifi icon 📶 at the top of the screen and select **Turn Wifi Off**

- Count to five (5). Click on 📶 again and select **Turn Wi-Fi On**.

- Wait a few seconds and a dialog box will appear asking you to enter your DA UserID and New Password to connect. Fill in the appropriate information and make sure **Remember Information** is checked.

- Click **Save**

Step 3 – Change Your MacBook Password (optional)

- Click on the **APPLE** menu and select **System Preferences**

- Click on **Users & Groups** (first item in **System** row)

- Click on **Change Password** and follow prompts

- Close **System Preferences**

Note: The next time you open Microsoft Outlook, print a document, or open a network share, you may be prompted to enter your new password. Enter your new password and **Save to Keychain** if you wish.