

# How To Change Your Password

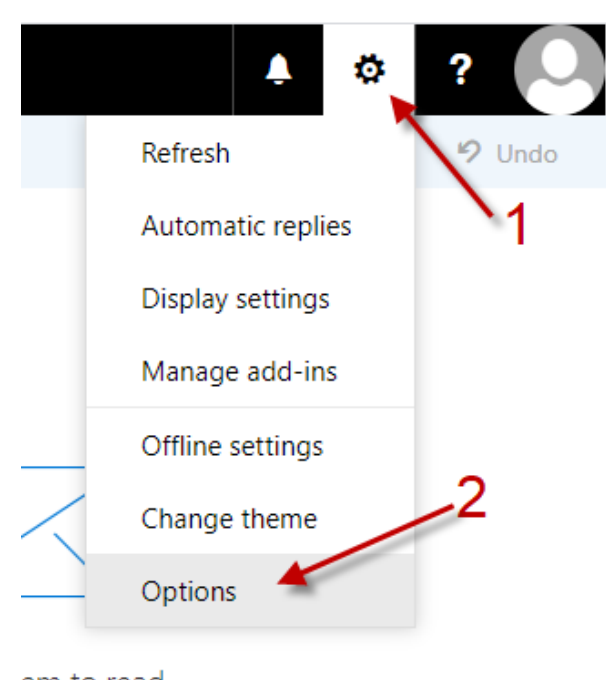
Unity Health Toronto

# If Onsite

- Press Ctrl-Alt-Del and select “**Change a Password**”

# If Remote

- Connect via <https://Fortiportal.unityhealth.to> (All Staff) or <https://angel1.smh.ca> (SMH Staff Only)
- Launch **Outlook Webmail**
  1. Click on Settings
  2. Select Options
  3. On left hand bar, select General, My Account
  4. Click on Change your password





# Mail

## Options

### Shortcuts

#### General

My account

Change theme

Distribution groups

Keyboard shortcuts

Manage add-ins

Mobile devices

Offline settings

Accessibility settings

Light version

Region and time zone

#### Mail

##### Automatic processing

Automatic replies

Undo send

Inbox and sweep rules

3

Save

Discard

## My account

James Lee

Email address

[Redacted]

Work phone

[Redacted]

Fax

[Redacted]

Home phone

[Redacted]

Zip/Postal Code

[Redacted]

Country/Region

[Redacted]

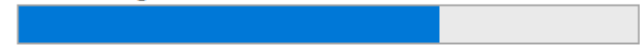
Office

[Redacted]

4

[Change your password](#)

Mailbox usage



100 GB used. At 120 GB, you won't be able to send email.