

Changing the Password

Overview

This guide provides an overview of changing the password for the Word Plugin software. Please note that if you do not know the current password, you will not be able to change it. If you do not know the password, the software will have to be reinstalled.

If you require any assistance with the installation or configuration, or if you have any questions, please contact the Medical-Objects Helpdesk on (07) 5456 6000.

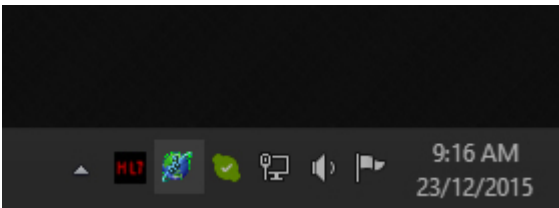
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Changing the Word Plug-in Passphrase

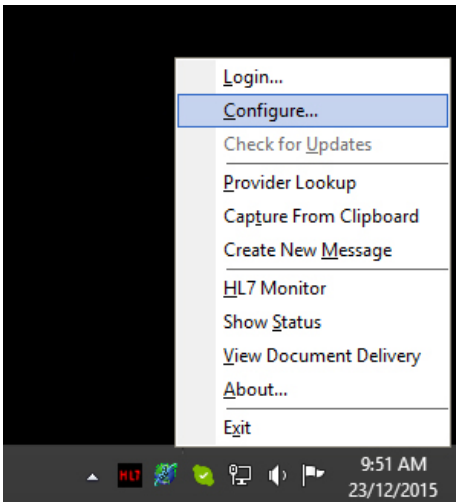
Note:

If the Tray Icon is not shown, it can be opened from **Start Menu > All Programs > Startup > Medical Objects Word Plug-in.**

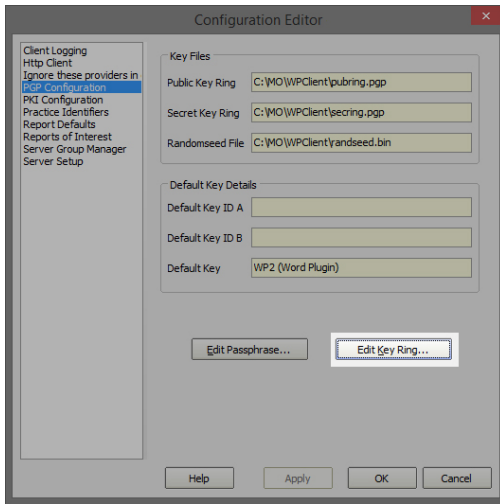
1. Right Click the Word Plug-in tray icon.



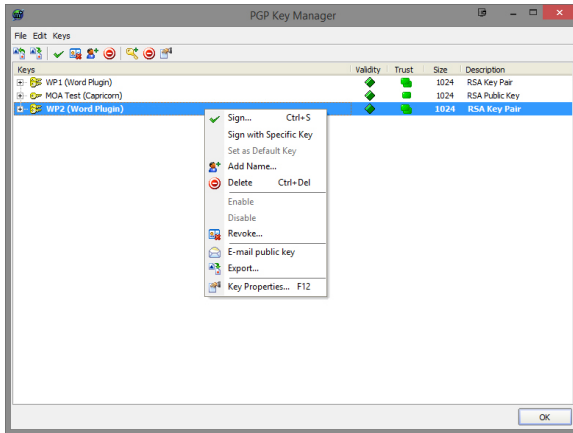
2. Select **Configure** from the menu.



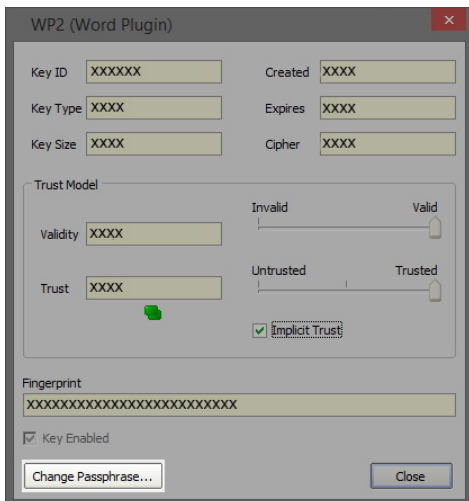
3. Select **PGP Configuration** from the left menu and then select **Edit Key Ring** as shown below.



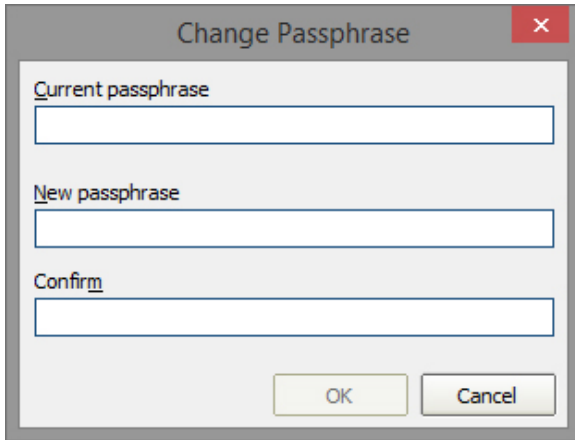
- Once the **PGP Key Manager** window opens, right click the **Bold** key and select from the menu **Key Properties** as shown below.



- A new window will open. Select the **Change Passphrase** button at the bottom of the screen.



6. Enter your current passphrase, your new passphrase and the new passphrase again to confirm the change. Click **OK** to finish.



A dialog box titled "Change Passphrase" with a red close button in the top right corner. The dialog contains three text input fields: "Current passphrase", "New passphrase", and "Confirm". At the bottom, there are two buttons: "OK" and "Cancel".

Change Passphrase

Current passphrase

New passphrase

Confirm

OK Cancel