

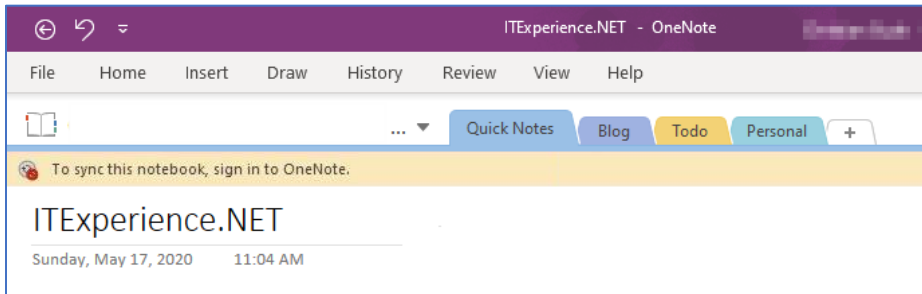
Updating your County account password in OneNote

After you've changed the password for Dakota County user account (See [County User Accounts](#)), you have to update your new password in Microsoft OneNote. Do this as soon as possible to avoid locking out your account.

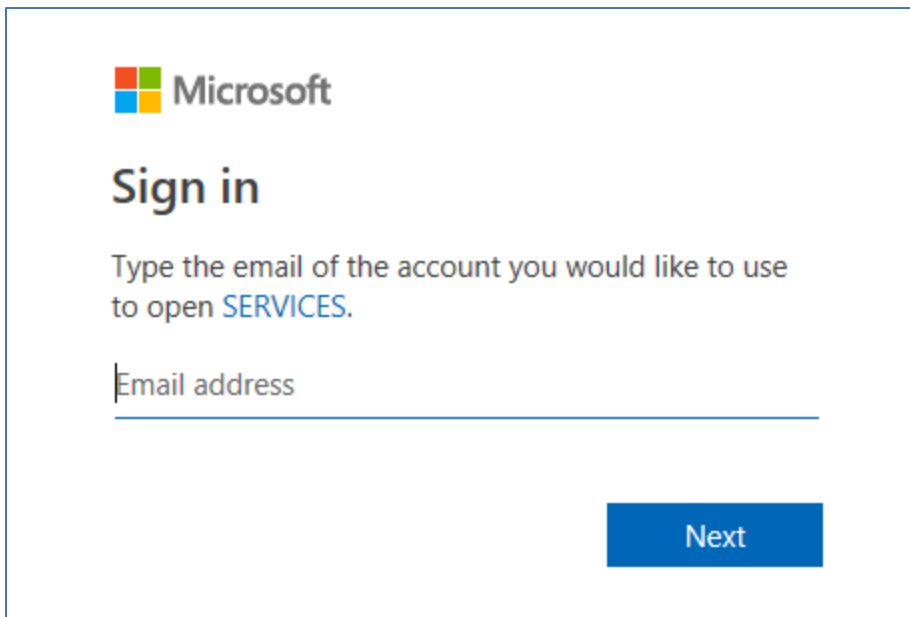
These instructions are specifically written for users who use Microsoft OneNote on their County computer.

INSTRUCTIONS

1. **Open Microsoft OneNote. You may receive a yellow banner at the top of your OneNote notebook asking you to sign in to begin synchronization:**



2. **Click OK. You should be prompted to enter your new password.**



3. **Enter your County email address and click NEXT.**

4. **Enter your new password and click OK.**

If your password is ACCEPTED the dialog box will disappear.

If your password is REJECTED an error message will appear. Click OK and reenter your new password. (Hint: Watch for caps lock issues.)

If you encounter any problems or related questions, feel free to contact the I.T. Help Desk via email (helpdesk@co.dakota.mn.us) or by phone at (651) 438-4346.