

Changing Password

1. Log into <https://lyris.duq.edu> with your username/password
2. When at the Home screen for the list click on the **View** link for members

1. Members:

- [New](#)
- [View](#)

2. Content:

- [New](#)
- [From Template](#)
- [View](#)

3. Segments:

- [New](#)
- [View](#)

4. Mailings:

- [New](#)
- [Need Approval](#)
- [View](#)

5. Reports:

- [Deliveries](#)
- [Tracking](#)
- [Members](#)

Shortcuts:

- [New List](#)
- [Discussion Forum](#)
- [List Settings Map](#)
- [Site map](#)
- [Help](#)

Mail sending is normal - there are no delayed or failed mailings
Normal members of 'live-test' as of 2006-03-20: 6

Mailing: 03/17/06 17:47:41 (id:9903) **VIEW**

Last Updated: 2006-03-20 03:20:00 Sender Name: John Astleford
Sent: 2006-03-17 17:47:43 Status: Completed

DETAIL **OVERVIEW**

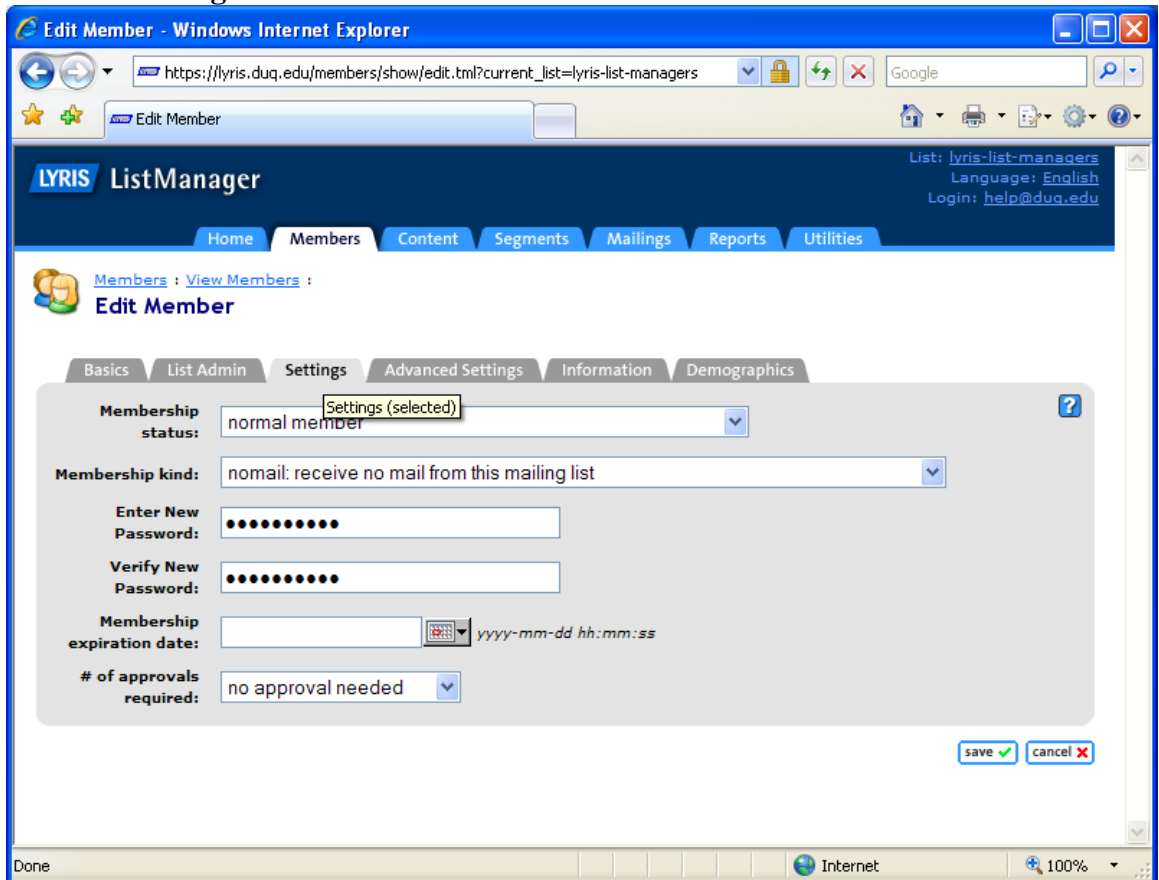
	#	%	Trend
Total Attempted:	6	—	—
Delivered:	6	100%	—
Transient Failures:	0	0%	—
Permanent Failures:	0	0%	—

Unsubscribes:	0	0%	—
Forwards:	0	—	—
Referrals:	0	—	—
Survey Replies:	0	0%	—

Unique Opens:	0	0%	—
Total Clicks:	0	—	—
Unique Clicks:	0	0%	—
Transactions:	0	\$0	—
Conversion:	0%	—	—

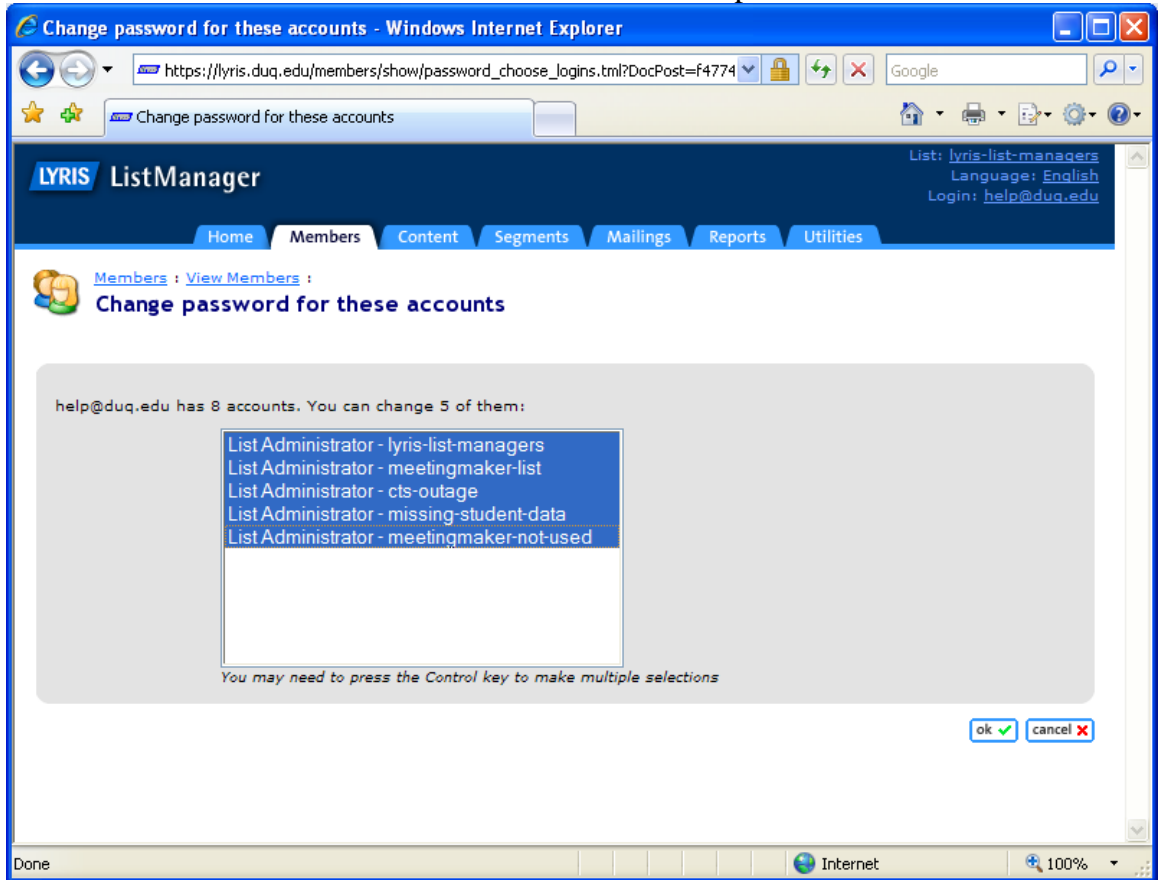
3. To edit a members' password click on their email address.

4. Click the **Settings** tab



5. Change the password to a secure password. When you save this password you will also be prompted to select the lists in which this password will be saved.....

Make sure to select all the lists. This will maintain one password for all lists.



6. Click OK and it is saved.