



MASH Mail

Microsoft Password Requirements

Your MASH Trust email address and first password

Your email address is the first letter of your first name and your entire last name with @masitrust.org.nz

Your password is: KiaOra[EmployeeNumber]

Example User – Brian Adams, Employee Number 1234

Login Details for Brian Adams

- ▶ Email Address: badams@masitrust.org.nz
- ▶ Password: KiaOra1234

Password Restrictions

Microsoft enforces the below password restrictions on the MASH Trust email accounts

- ▶ A minimum of 8 characters and a maximum of 256 characters.
- ▶ Requires three out of four of the following:
 - ▶ Lowercase characters. ▶ Uppercase characters.
 - ▶ Numbers (0-9)
 - ▶ Symbols @ # \$ % ^ & * - _ ! + = [] { } | \ : ' , . ? / ` ~ " () ;

Error Messages

You will be required to change your password at first login.

You may see one of the following error messages if your chosen password does not meet requirements.

- ▶ "Unfortunately, your password contains a word, phrase, or pattern that makes your password easily guessable. Please try again with a different password."
- ▶ "We've seen that password too many times before. Choose something harder to guess."
- ▶ "Choose a password that's harder for people to guess."