



QUICK START GUIDE

USER PASSWORD EXPIRATION REMINDER

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1. Introduction

The Lepide User Password Expiration Reminder makes it easy to streamline password management. You can set up automated emails to notify users of their password expiry date and reduce your attack surface by cleaning up accounts where passwords are set to never expire.

The User Password Expiration Reminder can be configured while adding a domain or modifying an existing domain.

2. Configuring the User Password Expiration Reminder

The **User Password Expiration Reminder** is found in Advanced Domain Configuration:

To display the Advanced Domain Configuration screen:

1. Click the **Settings** icon 
2. Click on the **Active Directory Component** and the following screen will be displayed:

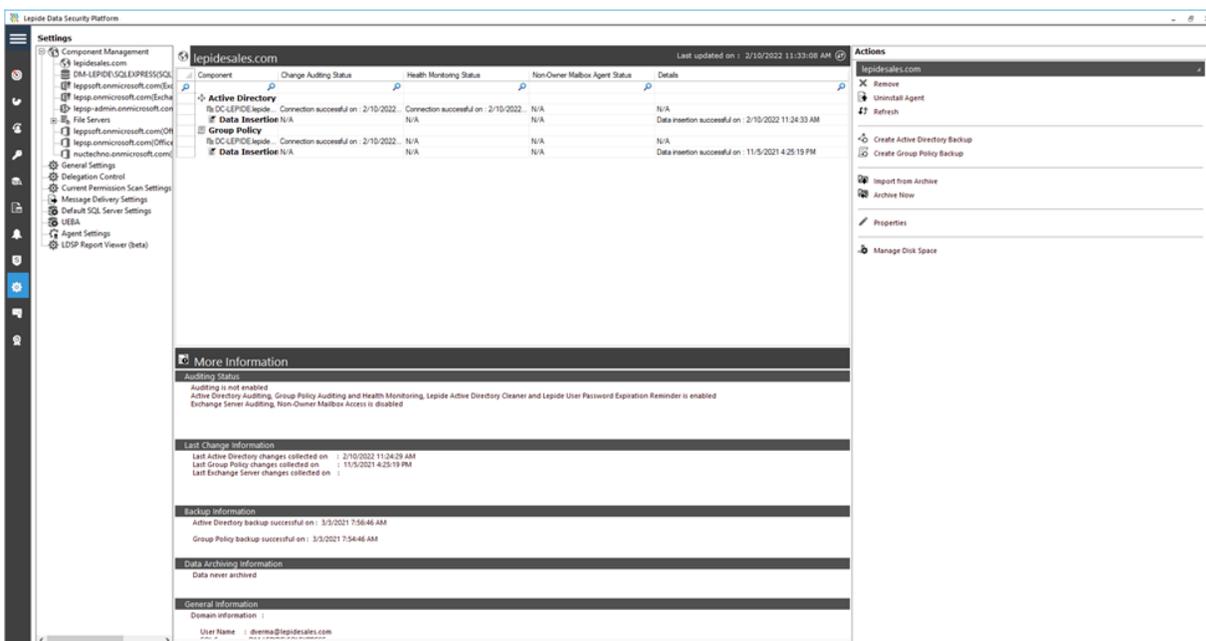
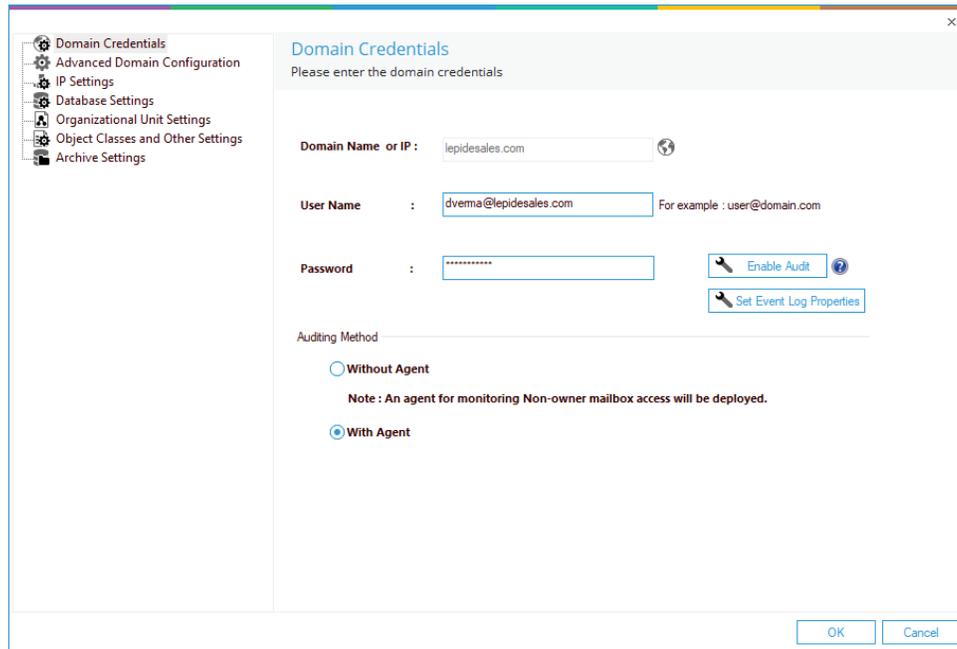


Figure 1: Active Directory Settings

3. Click **Properties** (found on the right-hand side of the screen)

The Domain Credentials dialog box is displayed:



The screenshot shows a dialog box titled "Domain Credentials" with the subtitle "Please enter the domain credentials". On the left, a tree view shows the following options: Domain Credentials (selected), Advanced Domain Configuration, IP Settings, Database Settings, Organizational Unit Settings, Object Classes and Other Settings, and Archive Settings. The main area contains the following fields and controls:

- Domain Name or IP:** A text box containing "lepidesales.com" with a globe icon to its right.
- User Name:** A text box containing "dvema@lepidesales.com" with a help icon to its right. Below the text box is the text "For example : user@domain.com".
- Password:** A text box containing "*****" with a help icon to its right.
- Buttons:** Two buttons are located to the right of the Password field: "Enable Audit" and "Set Event Log Properties".
- Auditing Method:** A section with two radio buttons: "Without Agent" (unselected) and "With Agent" (selected). Below the radio buttons is the text "Note : An agent for monitoring Non-owner mailbox access will be deployed."
- Bottom Buttons:** "OK" and "Cancel" buttons are located at the bottom right of the dialog box.

Figure 2: Domain Credentials

4. Choose **Advanced Domain Configuration** (from the left-hand list of options) and the Advanced Domain Configuration dialog box is displayed:

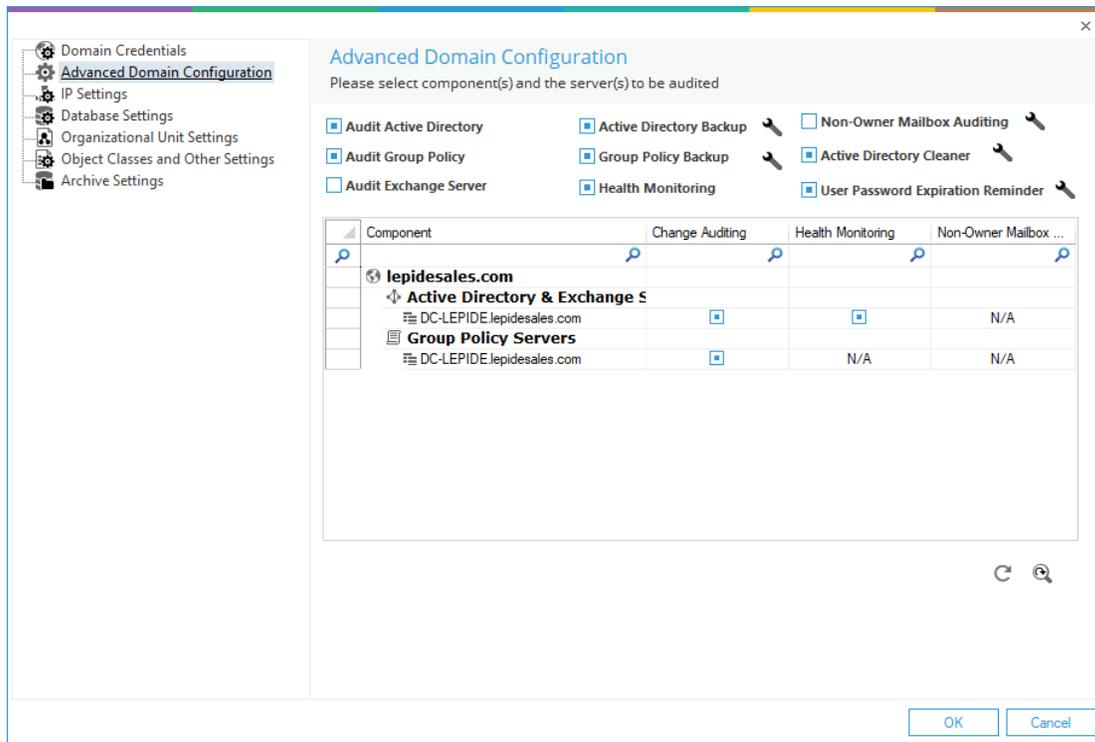


Figure 3: User Password Expiration Reminder

5. Check the User Password Expiration Reminder option to enable it.
6. Once enabled, you can click the adjacent  icon to access its settings.

2.1. User Password Expiration Reminder Settings

User Password Expiration Reminder Settings
Please configure settings to notify users about their password expiry.

Select OU: ...

Send Alert At: Hour(s) Minute(s)

Sender's Email Account: +

Notify Administrator

Notify about users whose password expires in: days or less

Recipient Email Address : ?

Select Template: + ✎ ✕

Notify Users

Everyday if password expires in : days or less

Send first notification when password expires in : days

Send second notification when password expires in : days

Send last notification when password expires in : days

Only when password expires in : day[s]

User Notification Text :

Figure 4: Settings for User Password Expiration Reminder

Follow the steps below to configure this setting:

1. **Select Organizational Units:** Here, you need to specify organizational units on which this configuration will be applied. The default value is **All**.
 - Click icon to select the organization unit on which you want to apply the password expiration reminder. The following dialog box appears:

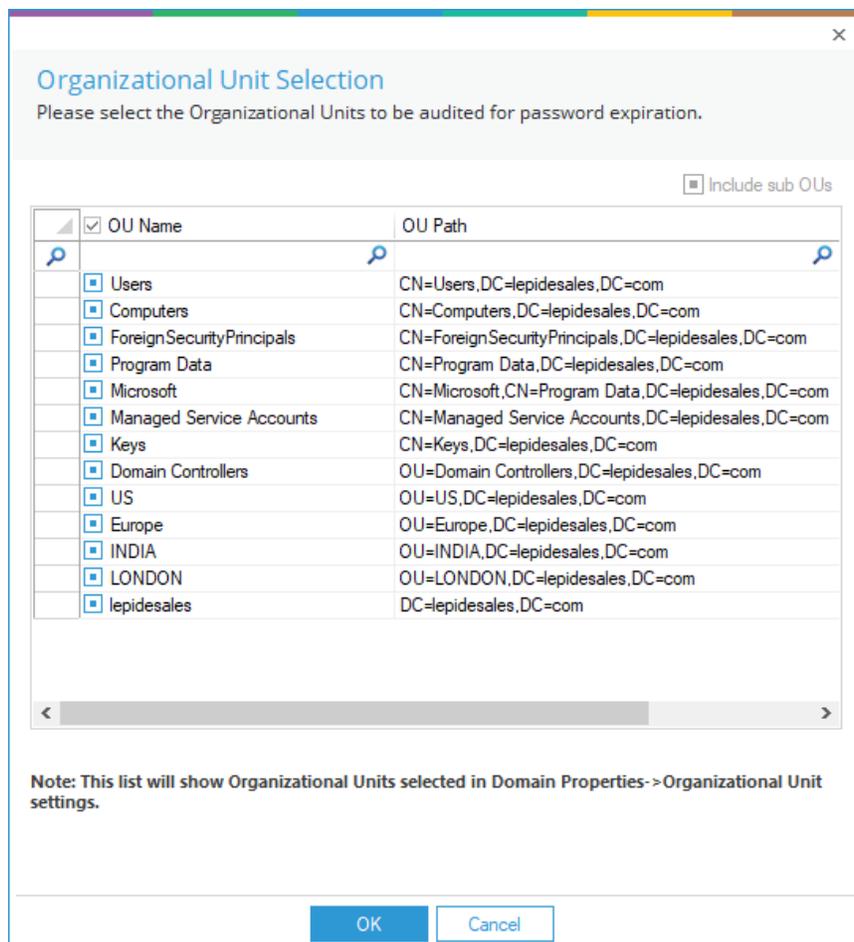


Figure 5: Selecting the OUs

- Check the boxes of the Organizational Units for which you want to enable this feature. You can uncheck the boxes to exclude them.
- Click **OK** to apply the settings. It takes you back to the Password Expiration Reminder Settings dialog box.

User Password Expiration Reminder Settings
Please configure settings to notify users about their password expiry.

Select OU: ...

Send Alert At: Hour(s) Minute(s)

Sender's Email Account: +

Notify Administrator

Notify about users whose password expires in: days or less

Recipient Email Address : ?

Select Template: + ✎ ✕

Notify Users

Everyday if password expires in : days or less

Send first notification when password expires in : days

Send second notification when password expires in : days

Send last notification when password expires in : days

Only when password expires in : day[s]

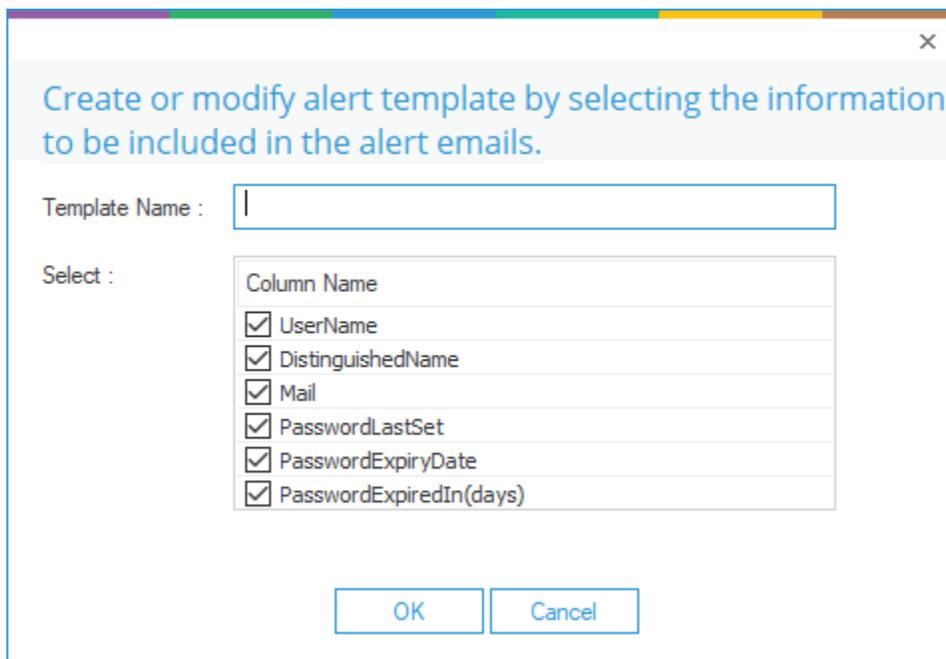
User Notification Text :

Figure 6: User Password Expiration Reminder Settings

2. **Select Time:** You can select the time at which you want to send the password expiration reminder alerts to the users.
3. **Sender's Email Account:** Select the email account from which you want to send the alert emails. The added email accounts of **Message Delivery Settings** will be listed here in the drop-down menu. You can also click the **+** icon to add another account.
4. **Notify Administrator:** In this section, you need to specify the settings to notify the administrator.
 - Select the number of days after which the passwords of users are going to expire.
 - Enter the email addresses of the recipients, who need to be notified about the list of users whose passwords are going to expire.
 - You can select the alert email template for the administrator.

It contains the following options:

- a. Click  icon to add a new email template using the following dialog box:



Column Name
<input checked="" type="checkbox"/> UserName
<input checked="" type="checkbox"/> DistinguishedName
<input checked="" type="checkbox"/> Mail
<input checked="" type="checkbox"/> PasswordLastSet
<input checked="" type="checkbox"/> PasswordExpiryDate
<input checked="" type="checkbox"/> PasswordExpiredIn(days)

Figure 7: Adding a New Email Template

Perform the steps below to configure the email template

- i. Enter the name for the new template.
 - ii. The bottom section lets you select the columns, which will be added to the email. Check the boxes of information that you want to be included and uncheck the boxes to exclude them.
 - iii. Click **OK** to add the template and go back to the previous wizard.
- You can select an email template and click the  icon to modify it.
 - You can change the columns to be included in the email template. Click **Modify** to apply the changes.
- b. Click the  icon to remove the selected email template.
5. **Notify Users:** You can configure the settings to notify the users whose passwords are going to expire.

User Password Expiration Reminder Settings
Please configure settings to notify users about their password expiry.

Recipient Email Address : devvraverma0920@gmail.com

Select Template: SampleTemplate1

Notify Users

Everyday if password expires in : 14 days or less

Send first notification when password expires in : 14 days

Send second notification when password expires in : 7 days

Send last notification when password expires in : 3 days

Only when password expires in : 1 day[s]

User Notification Text : Hi %USERNAME%,
Your Password will expire in %DAYS%.
Please change the password as soon as possible to prevent further lo
Thanks
Administrator

Note: Use %USERNAME% for user name and %DAYS% for password expiration days.

Apply Cancel

Figure 8: Options to Notify the User

It contains the following options:

- a. **Everyday if password expires in:** Select this option to send the notifications every day to the users whose password is going to expire in the specified number of days.
- b. **Send Notifications:** Select this option to send only three notifications to the users at different intervals. It has the following options.
 - **Send first notification when password expires in:** First notification will be sent when the password is going to expire in the specified number of days.
 - **Send second notification when password expires in:** Second notification will be sent when the password is going to expire in the specified number of days.

- **Send last notification when password expires in:** Third and last notification will be sent when the password is going to expire in the specified number of days.
- c. **Only when password expires in:** Select this option to send a notification only when the password is going to expire in the specified number of days.
- d. **User Notification Text:** It contains the text, which will be sent to the users in the notifications. You can modify the text as per the requirement. Use **%USERNAME%** code for **usernames** and **%DAYS%** for the **number of days** after which the password is going to expire.

The following is a screenshot of the configured settings:

User Password Expiration Reminder Settings
Please configure settings to notify users about their password expiry.

Select OU: All

Send Alert At: 14 Hour(s) 30 Minute(s)

Sender's Email Account: LEPIDEALERTS

Notify Administrator

Notify about users whose password expires in: Custom 180 days or less

Recipient Email Address : devvraverma0920@gmail.com

Select Template: SampleTemplate1

Notify Users

Everyday if password expires in : 14 days or less

Send first notification when password expires in : 14 days

Send second notification when password expires in : 7 days

Send last notification when password expires in : 3 days

Only when password expires in : 1 day[s]

User Notification Text : Hi %USERNAME%,

Figure 9: Sample Details

6. Click **Apply** to apply the User Password Expiration Reminder settings.

The following message box appears:

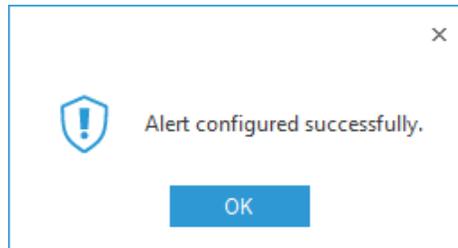


Figure 10: Settings Successfully Applied

7. Click **OK**

2.2. How to Customize the Logo on Email Notifications

The logo on the email notifications can be customized by following the steps below:

1. Stop the **LepideDPSvc** Service on the Lepide Server.
2. Create a folder named **RemoveLogo** under the default installation directory. By default it is this path: "C:\Program Files (x86)\Lepide Data Security Platform\LUPER"
3. For using your own logo, place that logo under **C:\Program Files (x86)\Lepide Data Security Platform** with the name **ReplaceLepideLogo.png**
4. Start the **LepideDPSvc** service.
5. Verify and test the notification.

3. Support

If you are facing any issues whilst installing, configuring or using the solution, you can connect with our team using the below contact information.

Product Experts

USA/Canada: +1(0)-800-814-0578

UK/Europe: +44 (0) -208-099-5403

Rest of the World: +91 (0) -991-004-9028

Technical Gurus

USA/Canada: +1(0)-800-814-0578

UK/Europe: +44 (0) -208-099-5403

Rest of the World: +91(0)-991-085-4291

Alternatively, visit <https://www.lepide.com/contactus.html> to chat live with our team. You can also email your queries to the following addresses:

sales@Lepide.com

support@Lepide.com

To read more about the solution, visit <https://www.lepide.com/data-security-platform/>.

4. Trademarks

Lepide Data Security Platform, Lepide Data Security Platform App, Lepide Data Security Platform App Server, Lepide Data Security Platform (Web Console), Lepide Data Security Platform Logon/Logoff Audit Module, Lepide Data Security Platform for Active Directory, Lepide Data Security Platform for Group Policy Object, Lepide Data Security Platform for Exchange Server, Lepide Data Security Platform for SQL Server, Lepide Data Security Platform SharePoint, Lepide Object Restore Wizard, Lepide Active Directory Cleaner, Lepide User Password Expiration Reminder, and LiveFeed are registered trademarks of Lepide Software Pvt Ltd.

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