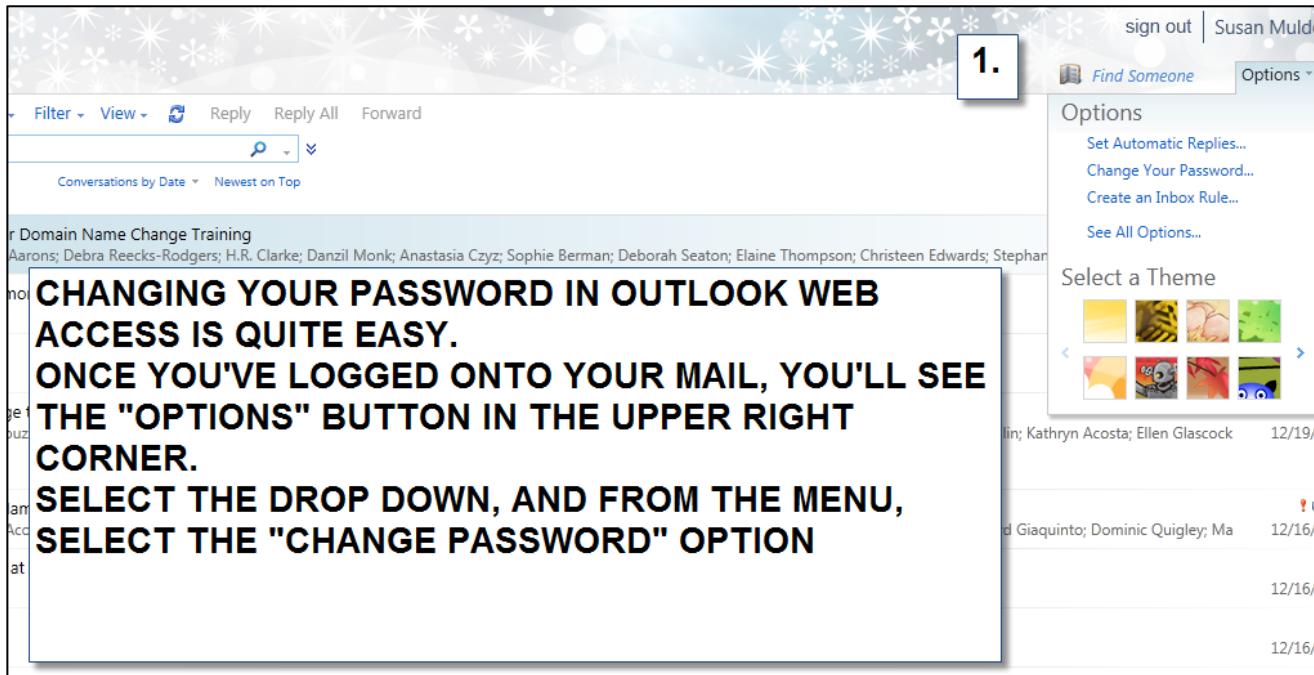


CHANGING YOUR PASSWORD IN OUTLOOK WEB ACCESS



1.

Filter - View - Reply Reply All Forward

Conversations by Date - Newest on Top

Domain Name Change Training

Aarons; Debra Reecks-Rodgers; H.R. Clarke; Danzil Monk; Anastasia Czyz; Sophie Berman; Deborah Seaton; Elaine Thompson; Christeen Edwards; Stephen

CHANGING YOUR PASSWORD IN OUTLOOK WEB ACCESS IS QUITE EASY. ONCE YOU'VE LOGGED ONTO YOUR MAIL, YOU'LL SEE THE "OPTIONS" BUTTON IN THE UPPER RIGHT CORNER. SELECT THE DROP DOWN, AND FROM THE MENU, SELECT THE "CHANGE PASSWORD" OPTION

Options

- Set Automatic Replies...
- Change Your Password...
- Create an Inbox Rule...
- See All Options...

Select a Theme

sign out | Susan Mulder

Find Someone

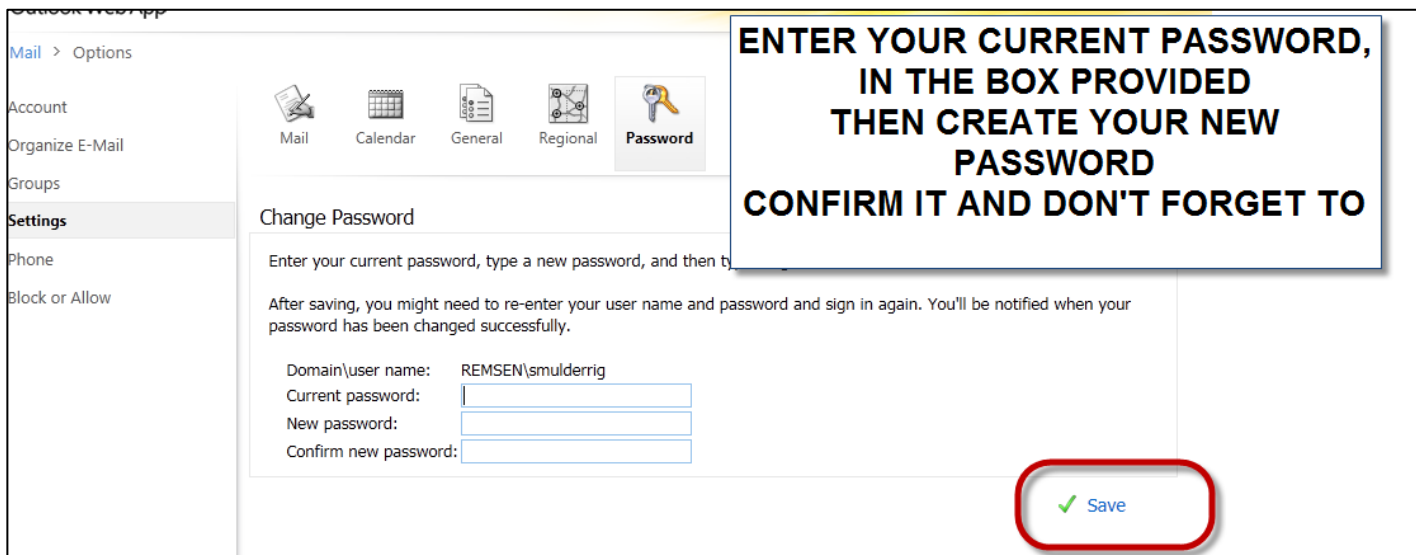
Options

lin; Kathryn Acosta; Ellen Glascock 12/19/

d Giaquinto; Dominic Quigley; Ma 12/16/

12/16/

12/16/



Mail > Options

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Mail Calendar General Regional Password

Change Password

Enter your current password, type a new password, and then type it again to confirm.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name: REMSEN\smulderrig

Current password:

New password:

Confirm new password:

ENTER YOUR CURRENT PASSWORD, IN THE BOX PROVIDED THEN CREATE YOUR NEW PASSWORD CONFIRM IT AND DON'T FORGET TO

Save