



How to Change your email password

I was asked the other day to show how to change your email password. Here are some step-by-step instructions. Some of the screens may be slightly different based on the internet browser you use and what version of Outlook Web Access you are using.

1. On our new website click on the Quick Links > Staff Email.



2. Log in using the Office Outlook Web Access
Fill in your entire email address in the User Name and then your email password.

3. Select Options
4. Select Change Password
5. Change your password by filling in the old password and your new one twice.
6. Don't forget to Save and then you will have to log in again and use the new password. Now you need to use your new password when you use Outlook.

