How to:
Change Your Password in Outlook
Web Access
(OWA)

Southern State Community College
I.T. Department

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Southern State Community College White Paper
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When you open Outlook Web Access for the first time your default password will be, unless otherwise directed, what was turned in on the Email Request Form. For security purposes, we STRONGLY encourage you to change your password to a **8 character (minimum) Alpha Numeric with special characters password** of your discretion (i.e. J@1Pe2*Qg). This white paper will guide you through that process.

*Note: Strong Password has the following characteristics:*
- At least 8 characters long.
- Combines letters (Uppercase & lowercase), numbers & symbol characters.
- Not found in a dictionary.
- Not the name of a person or pet.
- Not anniversary dates or birthdays.
- Not the name of a username.
- Not the name of a computer.
- Not shared with anyone.
- Significantly different from previous passwords.

*(Note: If you would feel more comfortable, you may call the SSCC I.T. Department Tech Support at 1.800.628.7722 ext. 2800 (or techsupport@sscc.edu) and we will gladly make the change for you.)*

**Step (1) Access Outlook Web Access**

To access Outlook Web Access, you will have to find the Internet Explorer icon and double-click it. The icon looks like this:

Once Internet Explorer opens, navigate to the Southern State Community College homepage by typing http://www.sscce.edu/ in the Address Bar located at the top of the browser.

On the SSCC Homepage navigation bar, located at the top of the screen, click on **Faculty & Staff** which is the third tab from the left.
The Faculty & Staff page should now be loaded. Click on **Email** in the navigation area to the left of the screen.

**Step (2) Changing Your Password**

After you access SSCC Email the login area will appear. You will need to enter your Southern State User name in the **User Name** text box, followed by your password in the **Password** text box and click **Sign in** to continue the process.
Once inside Outlook Web Access, navigate to the top of the right hand side and click on the **Options** button to open the *Options* page.

In the *Options* page, notice how the options are broken down into separate areas descending down the page in **blue** text (i.e. Set Automatic Replies, Change Your Password, Create an Inbox Rule, etc.). Click on **Change Your Password**…

A Change Password screen will appear. Here you will have to enter in your Current password, followed by your new password, and then confirm your new password. Then click **Save** at the lower right side of the page.
(Note: **Password Successfully Changed** should appear if you have entered in all of your information correctly.)

Close the **Change Password** window and you have successfully changed your password.

(Note: From this point on, you will use your new password.)