

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

Southern State Community College
I.T. Department

Phone: 1.800.628.7722 ext. 2800
E-Mail: techsupport@sscc.edu

Southern State Community College White Paper How to: Change Your Password in Outlook Web Access (OWA)

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

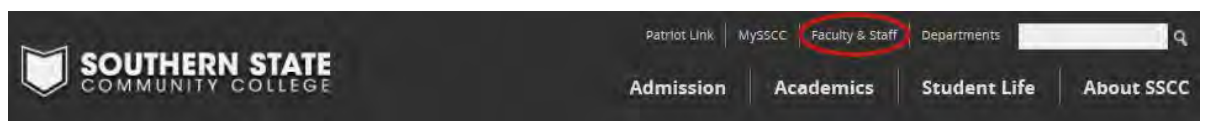
To access Outlook Web Access, you will have to find the Internet Explorer icon and double-click it. The icon looks like this:



Once Internet Explorer opens, navigate to the Southern State Community College homepage by typing <http://www.sccc.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.

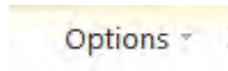


Step (2) Changing Your Password

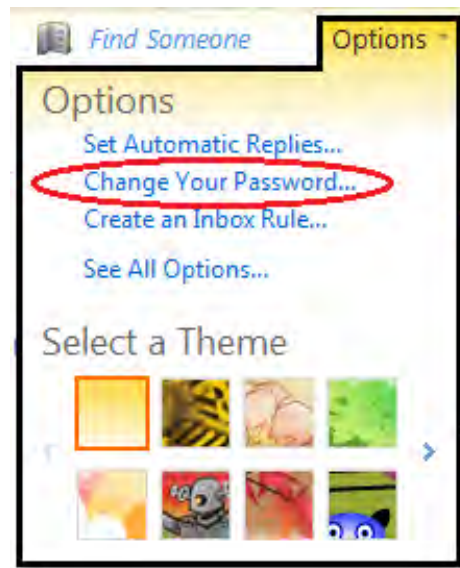
After you access SSCC Email the login area will appear. You will need to enter your Southern State User name in the **User Name** text box, followed by your password in the **Password** text box and click **Sign in** to continue the process.

The image shows the Microsoft Outlook Web App login page. At the top, it says 'Microsoft Outlook Web App'. Below that is a 'Security' section with a link to 'show explanation'. There are three options: 'This is a public or shared computer' (selected), 'This is a private computer', and 'Use the light version of Outlook Web App'. Below the security options are two text boxes: 'User name:' and 'Password:'. To the right of the 'Password:' box is a 'Sign in' button. At the bottom, it says 'Connected to Microsoft Exchange' and '© 2010 Microsoft Corporation. All rights reserved.'

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.



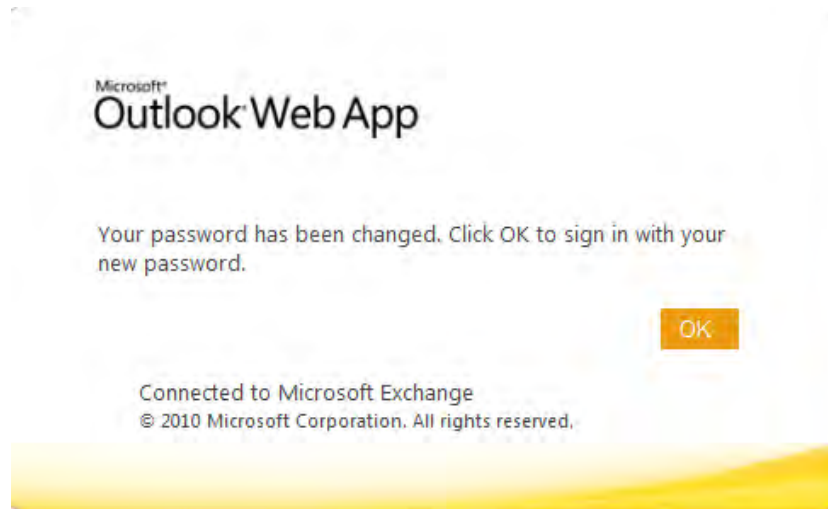
In the *Options* page, notice how the options are broken down into separate areas descending down the page in **blue** text (i.e. Set Automatic Replies, Change Your Password, Create an Inbox Rule, etc.). Click on [Change Your Password...](#)



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.

A screenshot of the "Change Password" screen in Outlook Web Access. At the top, there is a navigation bar with icons for Mail, Spelling, Calendar, General, Regional, Password (highlighted), and S/MIME. Below the navigation bar, the title "Change Password" is followed by instructions: "Enter your current password, type a new password, and then type it again to confirm it." and "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." Below the instructions, there are four input fields: "Domain\user name:" with the value "SSCC\jsmith", "Current password:" with four black dots, "New password:" with four black dots, and "Confirm new password:" with four black dots. At the bottom right of the form, there is a green checkmark icon followed by the word "Save".

*(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.)