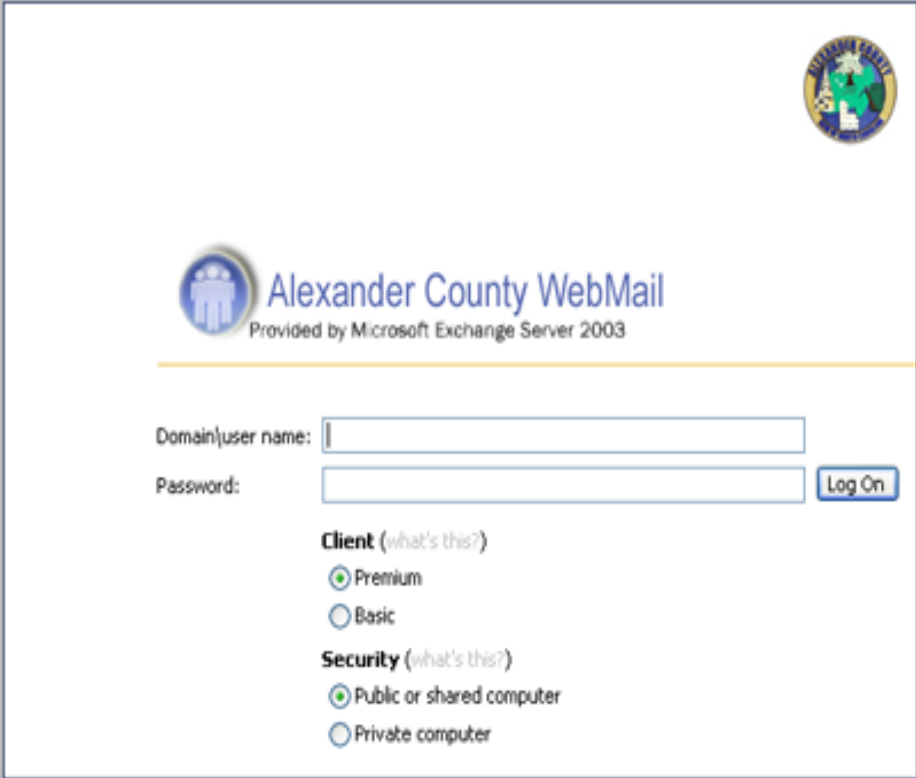


## How to Change Your Password in OWA

1.) Login to <https://webmail.alexandercountync.gov> with county user name and password. Click Log On.



Domain\user name:

Password:

**Client** (what's this?)

Premium

Basic

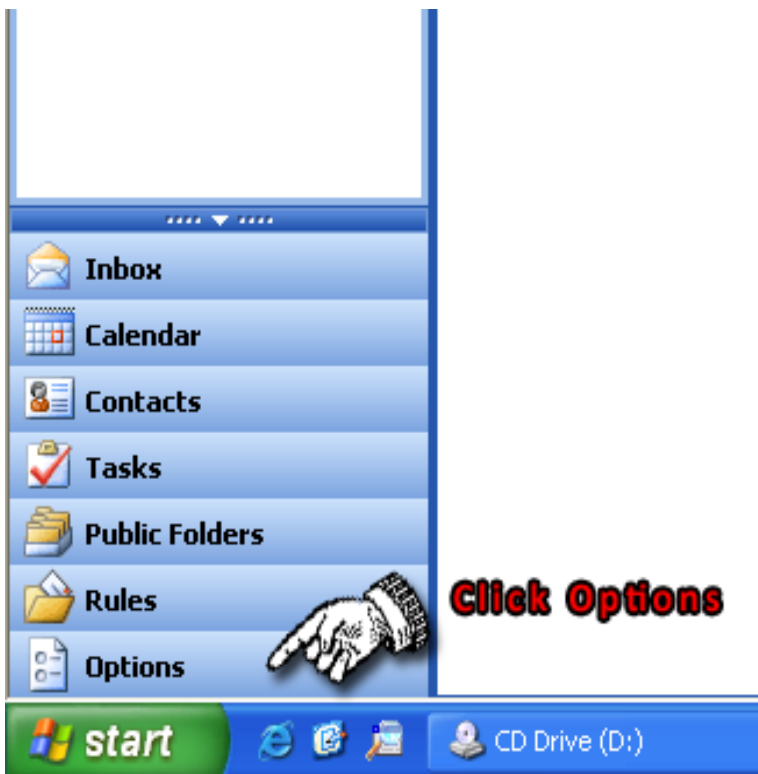
**Security** (what's this?)

Public or shared computer

Private computer

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

2.) Click the Options Tab on the bottom left of the screen.



3.) Scroll down.

4.) Click “Change Password” button.

You can control whether external content in HTML e-mail messages is automatically downloaded and displayed when you open an HTML message.

Block external content in HTML e-mail messages.

**Appearance**

To see the color scheme you select, you may need to refresh your browser after saving your changes.

 Default (blue) ▾

**Date and Time Formats**

 Short Date Style: 1/1/2007 - 12/31/2007 ▾

 Long Date Style: Monday, January 01, 2007 - Monday, December 31, 2007 ▾

 Time Style: 1:01 AM - 11:59 PM ▾

 Current Time Zone: (GMT-05:00) Eastern Time (US & Canada) ▾

**Calendar Options**

 Week begins on: Sunday ▾

 Day start time: 8:00 AM ▾

 Day end time: 5:00 PM ▾

 First week of year: Do not display week numbers ▾

**Reminder Options**

To view reminders, you must use Microsoft Internet Explorer 5 or later.

Enable reminders for Calendar items

Enable reminders for Task items

Play a sound when a reminder is due

Default reminder: 15 minutes ▾

**Contact Options**

 Check names first in:

Global Address List

Contacts

**Password**



**Recover Deleted Items**

Click View Items to view and recover items that were recently emptied from your Deleted Items folder. Recovered items will be moved back to your Deleted Items folder.



**Scroll Down to Bottom of Page** 

**Then click “Change Password”** 

5.) After clicking the change password button a box will popup. In the domain box put alexander\_co. In the account box put your current username (the one you used to logon to OWA). In the old password box put your old password. In the New Password and Confirm new password box put the new password (make sure to follow new password policy).

**\*See new password criteria on the last page.**



The image shows a screenshot of a web browser window displaying the Internet Service Manager (ISM) password change dialog box. The browser's address bar shows the URL: `https://webmail.alexandercountync.gov - IIS - Authe...`. The dialog box has a title bar with the text "Internet Service Manager for Internet Information Server 6.0".

The dialog box contains the following fields and buttons:

- Domain:** A text box containing "alexander\_co".
- Account:** A text box containing "username".
- Old password:** A password field with 10 black dots.
- New password:** A password field with 10 black dots.
- Confirm new password:** A password field with 10 black dots and a vertical cursor at the end.

At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Reset".

The browser's status bar at the bottom shows "Done" on the left, a lock icon in the center, and "Internet" on the right.

## New Password Criteria

1. Passwords may not contain all or part of the user's account name.
2. Passwords must be at least six characters in length.
3. Passwords must contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example,!, \$, #, %)

The best passwords contain no real words but should be something you can remember without writing it down. Never write your password down and store it in your desk or on your computer.