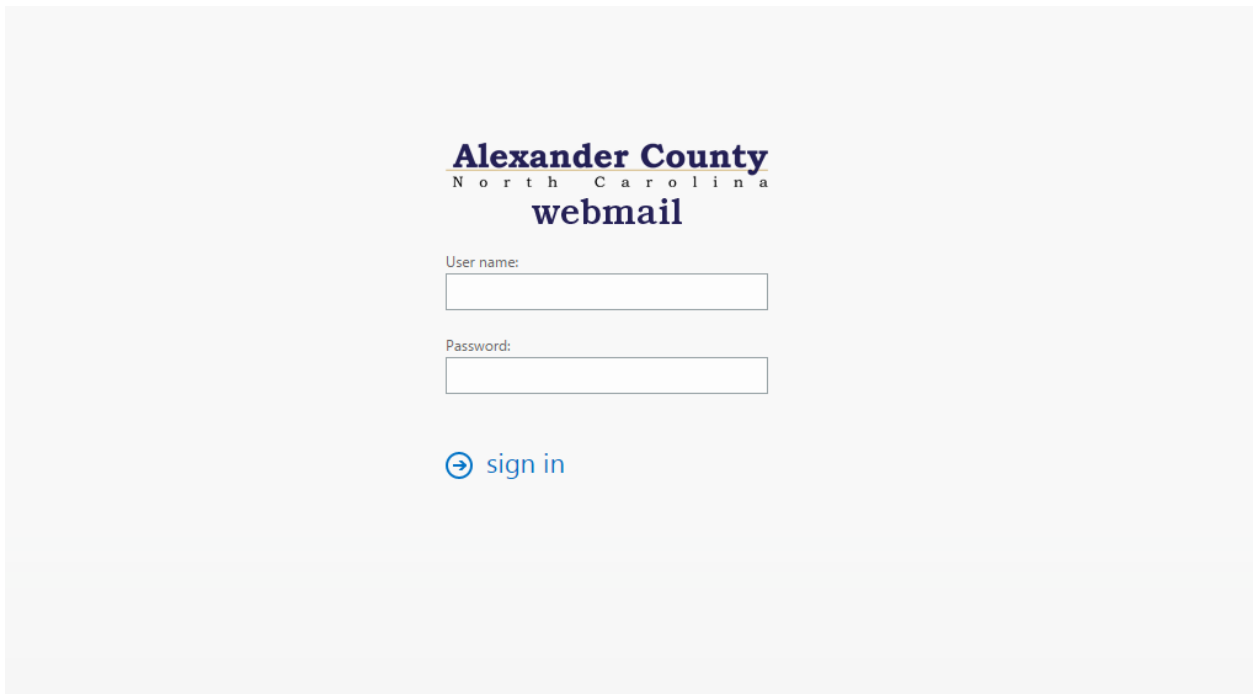


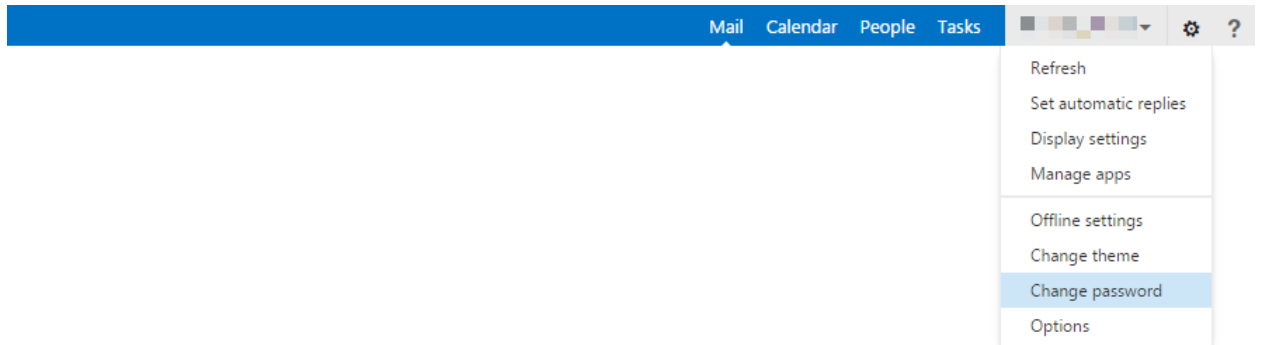
How to Change Your Password in OWA

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



The screenshot shows the login page for Alexander County North Carolina webmail. The page has a light gray background. At the top center, the text "Alexander County" is displayed in a bold, dark blue font, with "North Carolina" in a smaller, lighter blue font underneath it. Below this, the word "webmail" is written in a bold, dark blue font. Underneath the text, there are two input fields: one for "User name:" and one for "Password:". Both fields are empty and have a thin gray border. Below the password field, there is a blue circular icon containing a white right-pointing arrow, followed by the text "sign in" in a blue font.

2.) In the top right corner click on Settings (gear icon). Then click on Change Password in the drop down menu.



3.) Enter your password followed by your new updated password.

options

- account
- organize email
- groups
- site mailboxes
- settings**
- phone
- block or allow
- apps

mail calendar regional **password**

change password

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

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:

Current password:

New password:

Confirm new password:

[save](#)

New Password Criteria

1. Passwords may not contain all or part of the user's account name.
2. Passwords must be at least eight characters in length.
3. You may not use any of your previous ten passwords.
4. 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.