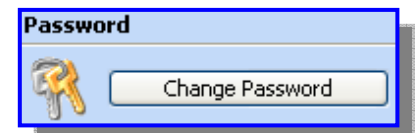
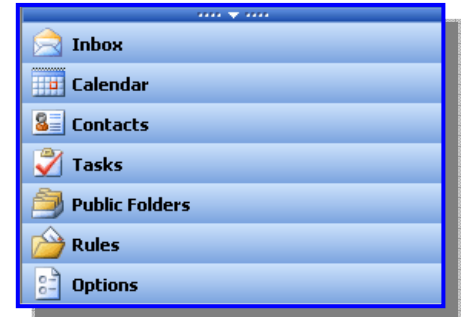


Change Password in Outlook Web Access

It is now possible to change the password for **Blackboard, the Windows Network (SienaNet on campus), your E-mail** and in the near future **My Siena** using Outlook Web Access (OWA). **This does not change the password for Online Registration, the Library, or eCollege.** To change the password in OWA, complete the steps below.

Changing Password

- † Go to your **E-mail Account** on the Web.
- † Click the **Options** link at the bottom of the Window (see illustration top right).
- † The **Options** window will display.
- † Scroll to the bottom of the window.
- † Click on the **Change Password** button (see illustration middle right).
- † The **Password Change Form** window will display (see illustration bottom right).
- † Leave the **Domain** textbox empty.
- † In the **Account** textbox, input SIENANET\[your username].
- † Input your current **Password** into the **Old Password** textbox.
- † In the **New Password** textbox, input the **New Password**.
- † In the **Confirm Password** textbox, input the **New Password** a second time.
- † Click the **OK** button to accept the changes.
- † The **Reset** button will **remove** all the **information** from the boxes.
- † Click **Cancel** to exit the **Authentication Manager** window **without** saving the changes.
- † Once the changes have been made, click the **Save and Close** button at the top of the **Options** window.

A screenshot of a web browser window displaying the 'Password Change Form' for Siena Heights University. The form has the following fields: Domain (empty), Account (Use SIENANET\username), Old password, New password, and Confirm new password. At the bottom, there are three buttons: OK, Cancel, and Reset. The browser's address bar shows 'https://mail.sienahs.edu - IIS - Authent...'. The status bar at the bottom shows 'Done' and 'Internet'.

Password Expire Message

Passwords are set to expire at specified intervals. If the password is about to expire you will receive a message saying that your password will expire soon (see illustration below left) when you log into Outlook Web Access. When this message appears, complete the steps below to change the password:

- † Click the **OK** button under **Do you want to change it now** (see illustration below left).
- † The window as illustrated below right will display.

A screenshot of a dialog box titled 'Internet Service Manager for Internet Information Server 6.0'. The text inside reads: 'Your password will expire soon. Do you want to change it now?'. At the bottom, there are two buttons: 'OK' and 'Cancel'. Below the buttons, there is a link: 'Access default document or select another document.'A screenshot of a dialog box titled 'Internet Service Manager for Internet Information Server 6.0'. It contains the following fields: Account (SIENANET\jb105328), Old password, New password, and Confirm new password. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Reset'.

- † In the **Old Password** textbox, input your old password.
- † In the **New Password** textbox, input a new password.
- † In the **Confirm new password** textbox, input the new password again.
- † Click the **OK** button to accept the changes.
- † To exit the window **without** saving the changes, click the **Cancel** button.
- † To **remove** the **information** so that you can **start over** again, click the **Reset** button.