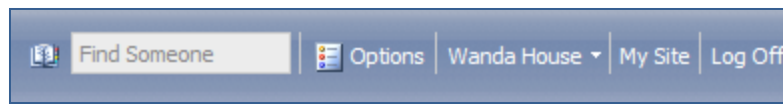


CHANGE PASSWORD IN OUTLOOK WEB ACCESS

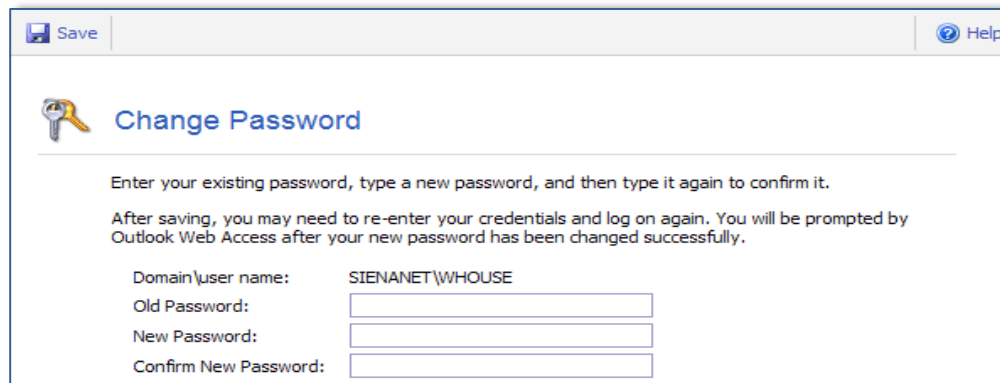
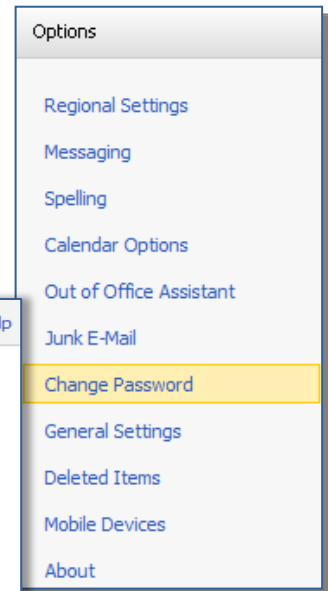
It is possible to change the password for the **Windows Network**, your **Email** and **My Siena** using Outlook Web Access (OWA). Students use the same password for all logins. **This does not change the password for the Library or eCollege.** To change the password in OWA, complete the steps below.

Change Password

- ✦ Go to your **Email Account** on the **Web**.
- ✦ Click the **Options** link in the upper right corner of the Outlook window (see illustration below).



- ✦ The **Options** window will display.
- ✦ Click on the **Change Password** link in the **Options** area on the left side of the window (see illustration at right).
- ✦ The **Change Password** window will display (see illustration below).

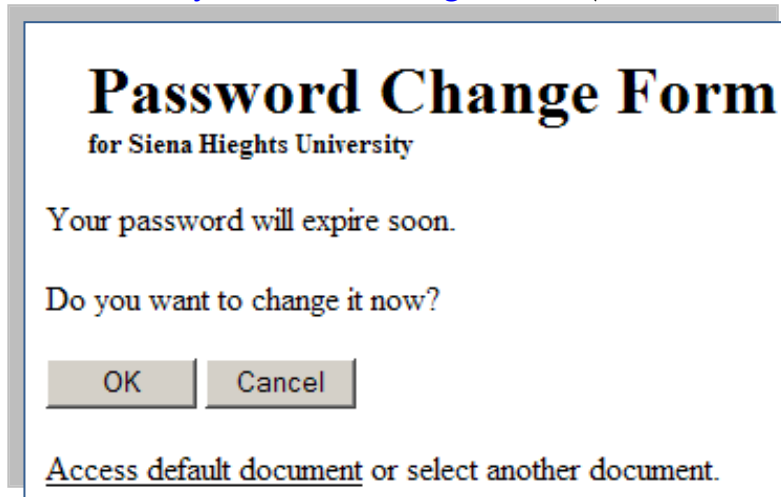
A screenshot of the Outlook Web Access 'Change Password' dialog box. The window has a title bar with 'Save' and 'Help' buttons. Below the title bar is a key icon and the text 'Change Password'. The main content area contains instructions: 'Enter your existing password, type a new password, and then type it again to confirm it.' and 'After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook Web Access after your new password has been changed successfully.' Below the instructions are four text input fields: 'Domain\user name:' with the value 'SIENANET\WHOUSE', 'Old Password:', 'New Password:', and 'Confirm New Password:'. A 'Save' button is located at the top left of the dialog box.

- ✦ Input your current **Password** into the **Old Password** textbox.
- ✦ In the **New Password** textbox, input the **New Password**.
- ✦ In the **Confirm New Password** textbox, input the **New Password** a second time.
- ✦ Click the **Save** button at the top of the window to accept the changes.
- ✦ Once the **Save** button has been clicked, a message will appear saying the password has been changed.
- ✦ Click the **OK** button.
- ✦ The **Outlook Web Access Login** window will display.
- ✦ Input your **username** and **password** and then click **Logon**.

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 top of next page) when you log into Outlook Web Access. When this message appears, complete the steps on the next page to change the password.

- ✦ Click the **OK** button under **Do you want to change it now** (see illustration below).



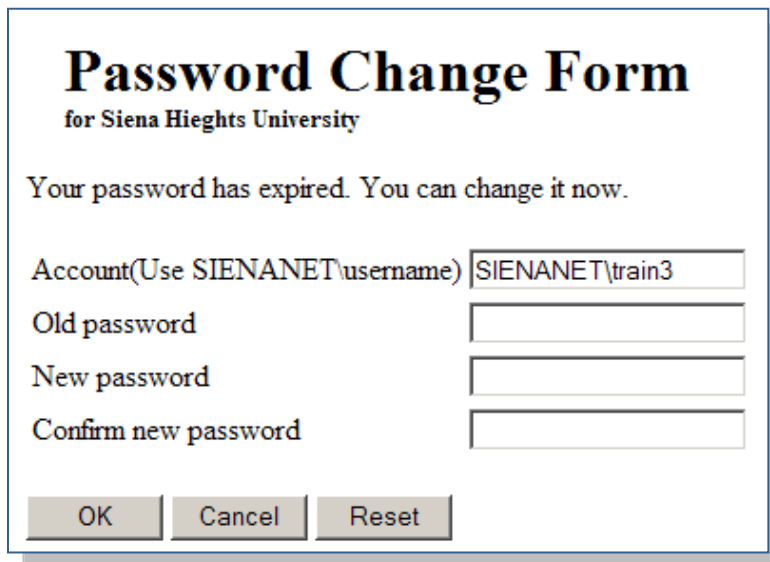
Password Change Form
for Siena Heights University

Your password will expire soon.

Do you want to change it now?

[Access default document](#) or select another document.

- ✦ The window as illustrated below will display.



Password Change Form
for Siena Heights University

Your password has expired. You can change it now.

Account(Use SIENANET\username)

Old password

New password

Confirm new password

- ✦ 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.
- ✦ To **save** the information, click the **OK** button.