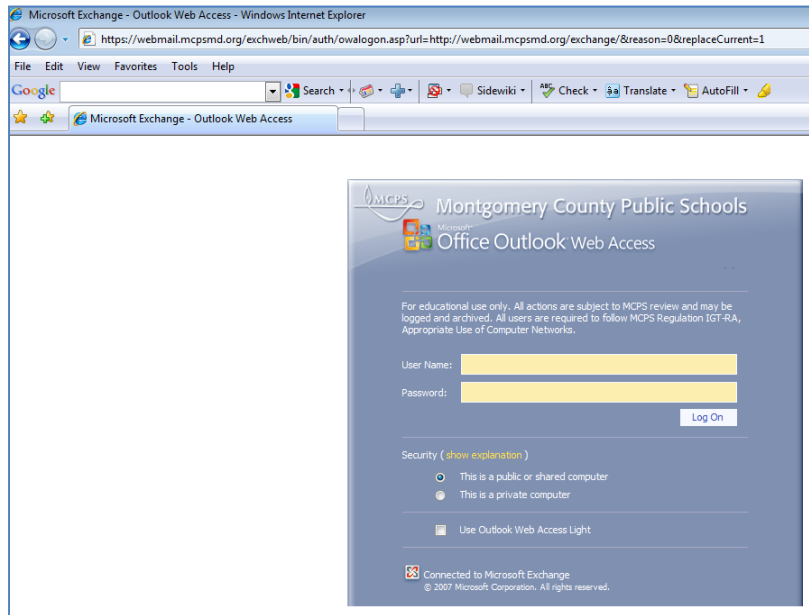
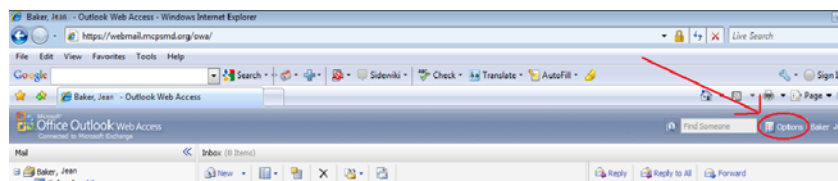


Changing Your Outlook Password

Using your Internet Browser, go to webmail.mcpsmd.org to access Outlook Web Access. On the login screen, type in your username and password. The security setting should be left at “This is a public or share computer”. Do not check the box for “Use Outlook Web Access Light” if you need to access public folders. Click “Log On”.



To change your password using Outlook Web access, click on the Options button on the top right hand corner of the Outlook Web Access button bar.



Once you have clicked on the Options button, a menu will appear on the left side with different categories of options that can be changed. Click on the category for “Change Password”.

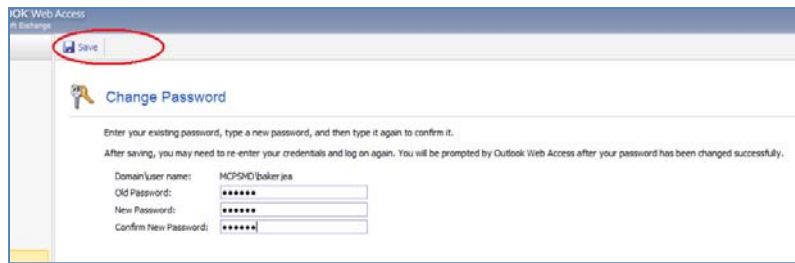


The center screen has the instructions for changing your password. You will be required to enter the fields for your old password, new password, and confirm new password. Please remember to enter a new password that is

- at least 8 characters long,
- contains at least one capital letter, and
- contains at least one number.

A screenshot of the Microsoft Office Outlook Web Access 'Change Password' screen. The screen displays instructions and input fields for Domain/User name, Old Password, New Password, and Confirm New Password. The 'Save' button is visible at the top right. The instructions state: 'Enter your existing password, type a new password, and then type it again to confirm it. After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook Web Access after your password has been changed successfully.' The input fields are: Domain/User name: MOPSMD@bakajia, Old Password: [text box], New Password: [text box], and Confirm New Password: [text box].

When you have entered the required information, click “Save” at the top.



A screen will come up that confirms that your password has been successfully changed. Click OK to log in with your new password.

