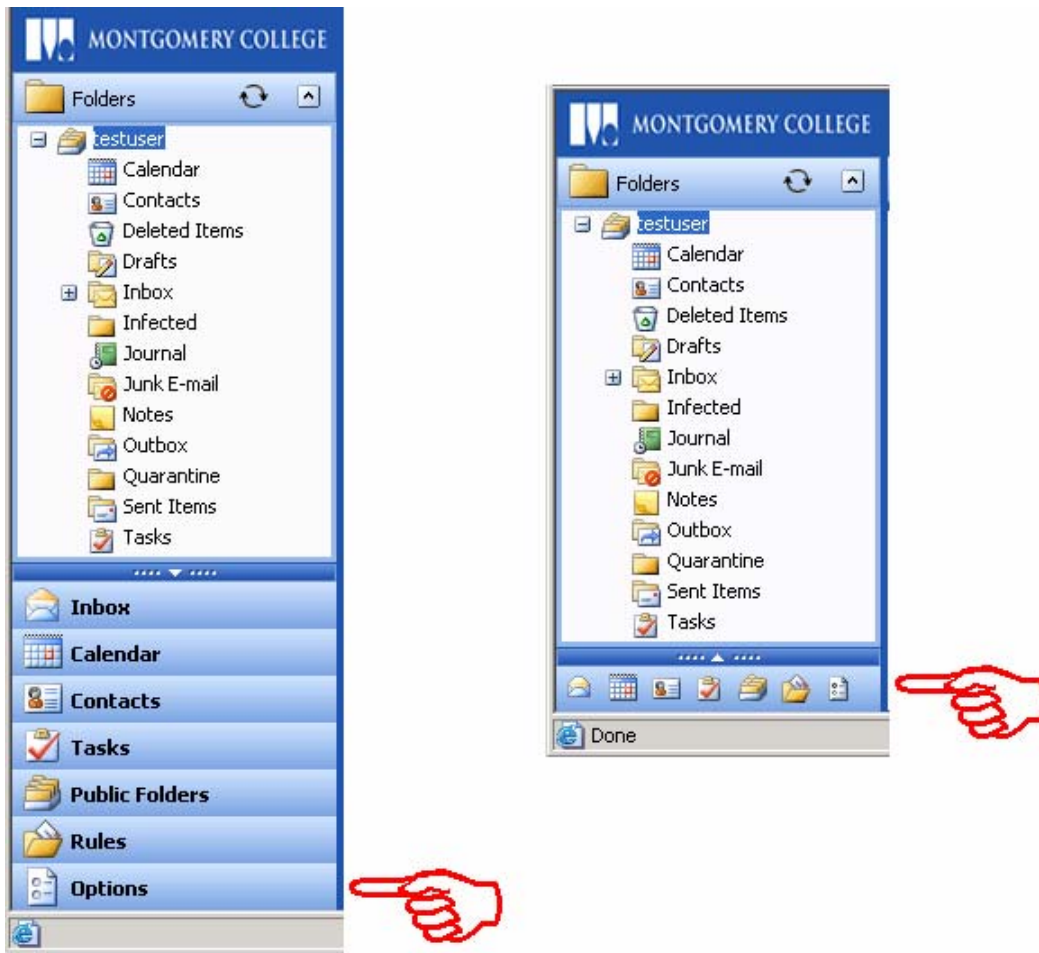
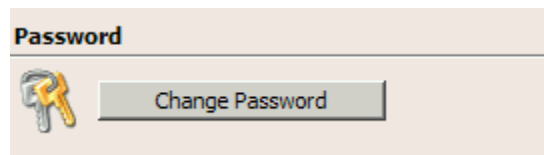


Changing Your OWA E-mail Password

1. While logged in to your mail account using Outlook Web Access, click on the **"Options"** icon on the left side of the screen.



2. On the options page, scroll down until you come to the Password section, and click on the button to **"Change Password"**.



3. The Internet Service Manager window should appear.



Please complete the fields as follows:

Domain: **MCNTE**

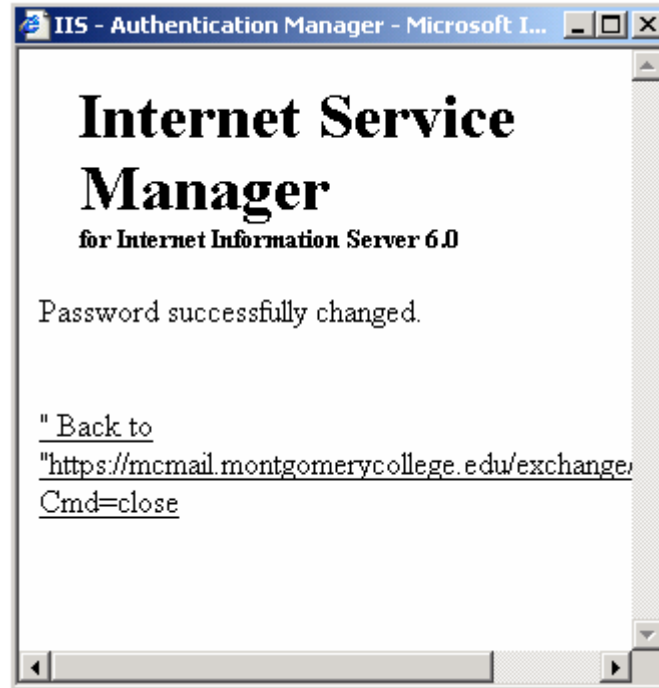
Account: ***your login name***

Old Password: password you are currently using

New Password: what you would like to change it to

Confirm new password: must be typed exactly the same as New Password field.

4. Click OK to complete the password change. The window shown below should appear.



5. Remember to *Save and Close* the new settings.



6. You may now continue to use Outlook Web Access or choose to Log Out and close your browser window.