

1. Go to **mail.YourDomainName.com**. If you do not get the log in screen you may have to go to <https://mail.yourdomainname.com/owa> to get to the log in screen.



The screenshot shows the Microsoft Outlook Web App login interface. At the top left, it says "Microsoft Outlook Web App". Below this, there is a "Security" section with a link to "show explanation". There are two radio buttons: "This is a public or shared computer" (which is selected) and "This is a private computer". There is also a checkbox for "Use the light version of Outlook Web App". Below the security options are two text input fields: "E-mail address:" and "Password:". To the right of the password field is a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2009 Microsoft Corporation. All rights reserved."

2. Once logged into Outlook web access, in the upper right hand corner, select "Options", then "Change Password". Microsoft has stringent password requirements, so it is wise to use some symbols and numbers in your password.

