

Options continued - Change Password

After clicking on the *Options* menu, choose *Change Password*.

test3 - Outlook Web Access - Microsoft Internet Explorer

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Address <https://10.190.1.51/owa/?ae=Options&opturl=Messaging> Go

Microsoft Office Outlook Web Access
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Change Password

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 new password has been changed successfully.

Domain\user name: VEX\test3

Old Password:

New Password:

Confirm New Password:

*****Note: If you change your password here, you are also changing it for your SharePoint web page!*****

To change your password:

- Type your old password.
- Type a new password.
- Type the new password again to confirm it.
- Click *Save* to save your new password.

A message will be displayed after your password is changed successfully. After you save, you may have to log on again.