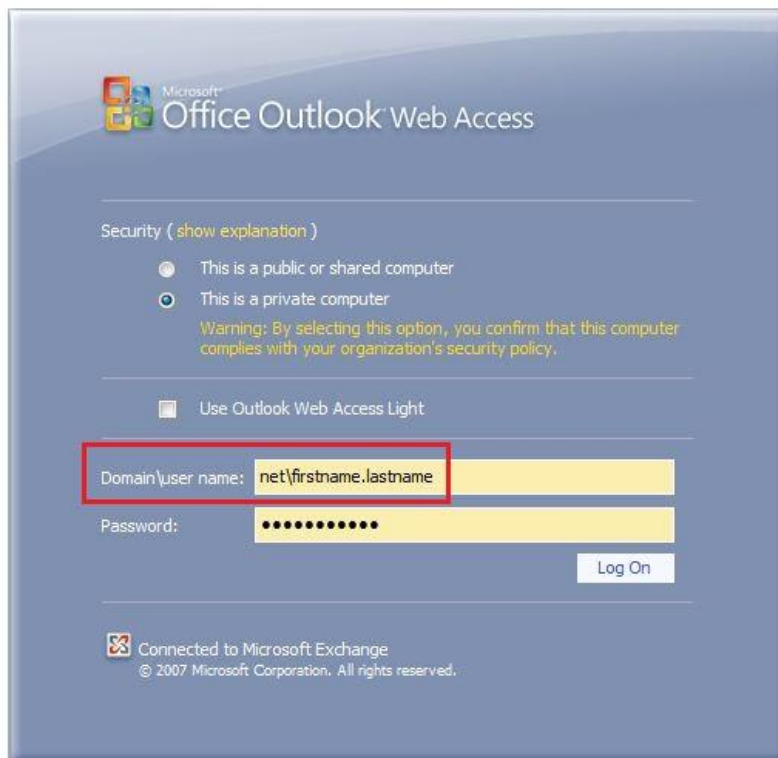


# [Changing your password via Outlook Web Access \(OWA\)](#)

Last edit by C. Scholts, 3/9/2011

From any internet browser, connect to mail.cci.org

Log into OWA by entering either **net\firstname.lastname**, or your **email address**

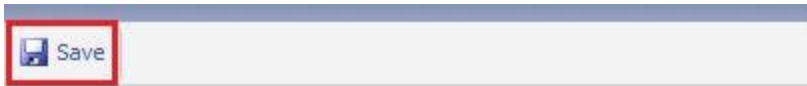


In the top upper-right corner, click the **Options button**

From the left side, click the **Change Password** link



Enter your old password, then the new password twice. Click the **Save** button above when finished.



## Change Password

Enter your existing password, type a new password, and then type it again.

After saving, you may need to re-enter your credentials and log on again.

Domain\user name:      Net\Firstname.Lastname

Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

*Note: the following screenshots were taken using Internet Explorer 8. The instructions above are relevant to all browsers, however there may be a slight difference in appearance.*