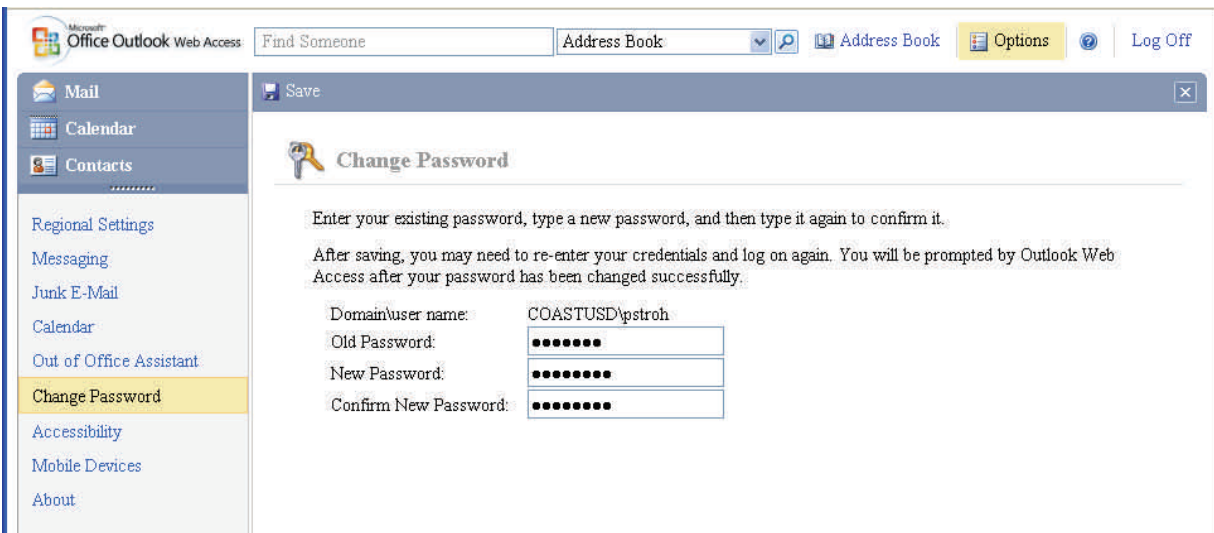


How to Change your Password in Microsoft OWA Light

The IT Department does not keep track of OWA Light email passwords. It is your responsibility to remember your password. If you need to change your password follow these easy steps.

1. At the top right of your OWA screen click on the Options tab.
2. In the Navigation Pane, click on Change Password link.



3. Enter your old password.
4. Enter your new password in the New Password box. ***Please note that passwords must be a minimum of eight characters and must include at least one number and one symbol.***
5. Confirm your new password.
6. Select Save. You will see this screen if you successfully changed your password.

