

Login and Changing Password via Outlook Web Application (OWA)

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MONEY CONCEPTS
WEALTH MANAGEMENT & FINANCIAL PLANNING
The Straightest Path To Success

Security ([show explanation](#))

- This is a public or shared computer
- This is a private computer
- Use the light version of Outlook Web App

E-mail address:

Password:

Connected to Microsoft Exchange
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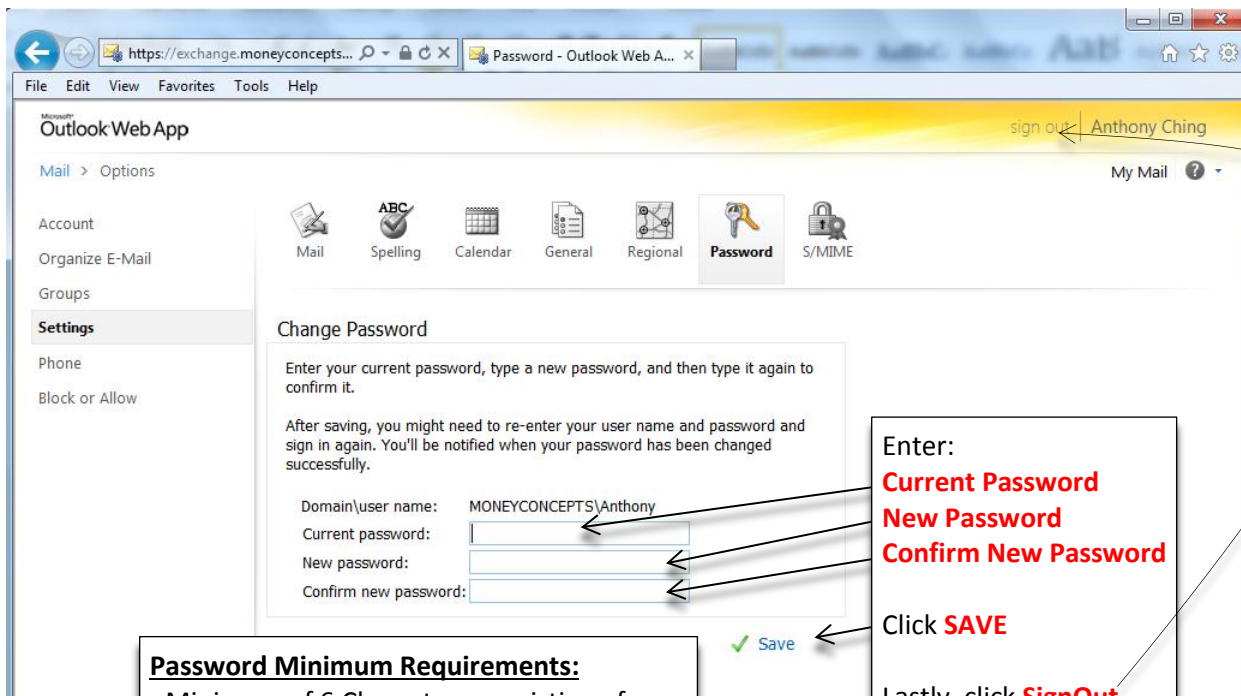
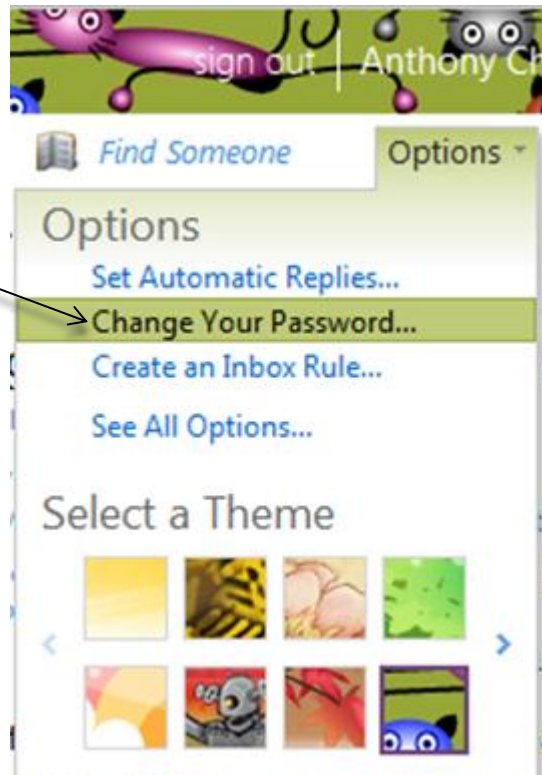
Microsoft Outlook Web App

Enter the following:
Email Address
Password
Then click **SIGN IN**



On upper right corner of your screen
Click **OPTION**

Option Menu will expand
Click **CHANGE YOUR PASSWORD**



Enter:
Current Password
New Password
Confirm New Password

Click **SAVE**

Lastly, click **SignOut**

Password Minimum Requirements:

- Minimum of 6 Characters consisting of;
 - Letters (with Upper and Lower case)
 - Number(s)
 - Special Character(s)

And..

- Must **not** contain your Name / UserName