

How To Change an Email Password

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Change your password

Login to Outlook Web Access

- Open a web browser and navigate to <http://mail.rsd7.net/>
- Login to the site using your email address as your User ID

If your password has expired

If your password has already expired you will be prompted to update your password immediately after logging in as shown below.

Update password

You must update your password because this is the first time that you've signed in or your password has expired.

* Required

User ID:

* Old password:

* New password:

We recommend at least 8 characters. A mix of letters, numbers, and symbols is best.

Password strength

* Confirm new password:

- Enter your old and new passwords in the appropriate fields
- Click *Save* to continue

If your password has not expired

Follow the instructions in this section only if you would like to preemptively change your password.

If your password has not yet expired you will not be prompted to change it after logging in to Outlook Web Access. To change your password after logging into the Outlook Web Access:

- Click on *Options* -> *See all options* in the top right hand corner of the web page
- Click *Change your password*
- Enter your old and new passwords in the appropriate fields
- Click *Save* to continue

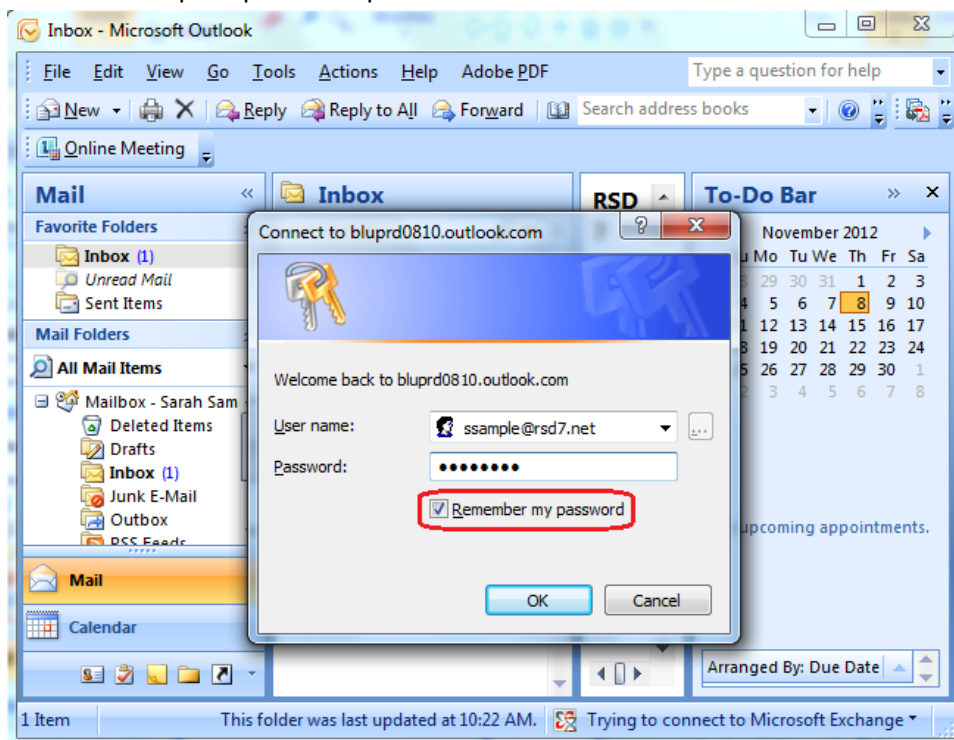
Update saved credentials in Outlook

After changing your password in Outlook Web Access, you will need to update your password all of your mail clients. This process will need to be done on every PC, Mac, or phone that you use for email. Failure to do so will result in an account lockout due to too many failed login attempts.

Note: Prompts and dialogues may appear slightly different between versions of Outlook, however the process should be very similar.

Update the Password in Outlook for Windows

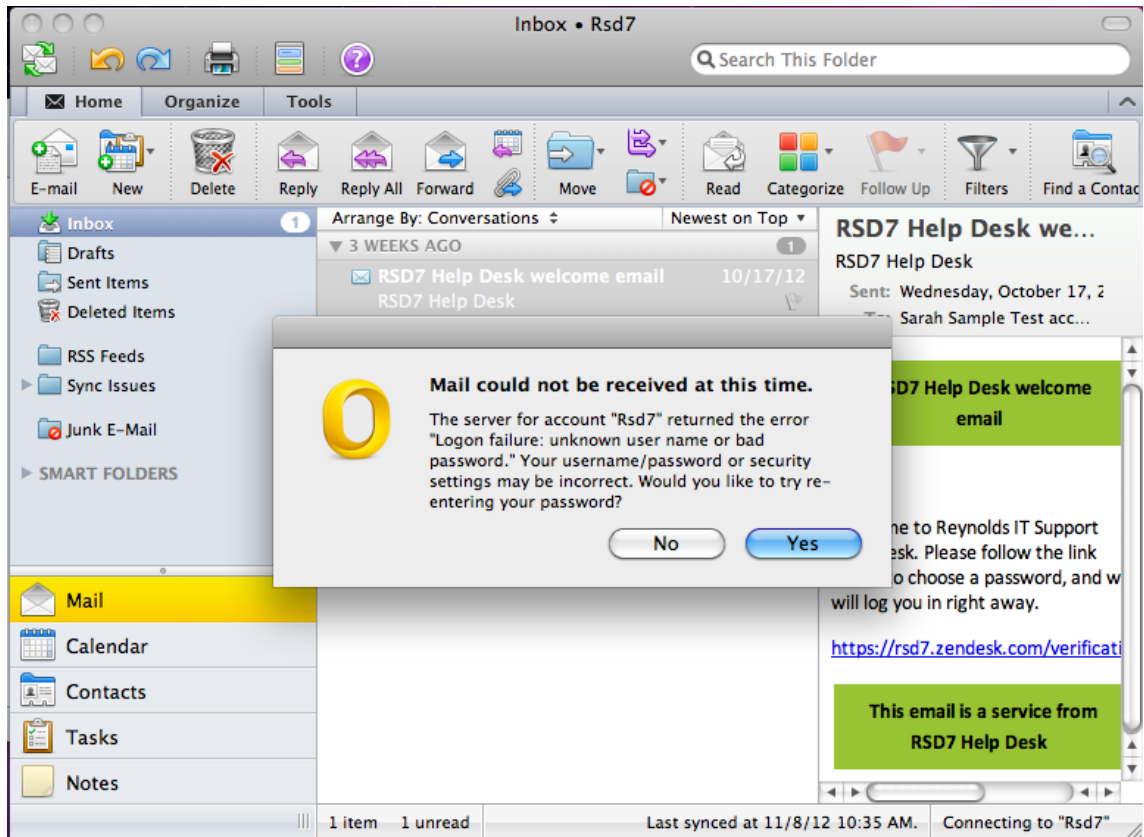
- If your Outlook client is already open, close it
- Launch Outlook
- You should be prompted for a password as shown below



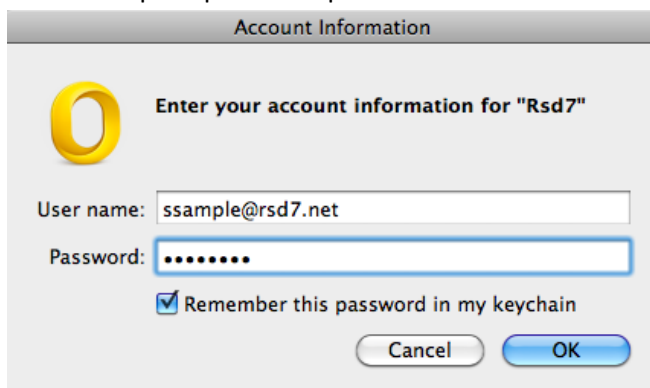
- Enter your new password
- Check the box next to *Remember my password*
- Click *OK*

Update the Password in Outlook for Mac

- If your Outlook client is already open, close it by holding the **Ctrl** key and clicking on the Outlook icon in the dock and clicking *Quit*
- Launch Outlook
- You should receive an error asking if you would like to re-enter your password as seen below



- Click **Yes**
- You will be prompted for a password as shown below



- Enter your new password
- Check the box next to *Remember this password in my keychain*
- Click **OK**