

## Directions to Change Passwords on Outlook Web Access E-mail

Login to OWA Email

**Select Options**

Click on **Change Password**

Fill in the box that pops up with the following information:

### **Internet Service Manager For Internet Information Server 6.0**

Domain:	<b>scsdad</b>
Account:	<b>Type first initial-5 letters last name-2 digits s.s. <i>from your scsd.us email address</i></b>
Old password:	<b>original scsd.us password <i>(first initial/last initial/birth month/birth day)</i></b>
New password:	<b>enter new password</b>
Confirm password:	<b>re-enter new password</b>

**OK**

Close box with **X**

**Logout**

Log back in to OWA Email with new password