

Changing your password through Outlook Web Access

Outlook Web Access (OWA) is the web based client for accessing your e-mail.

All user on the Colleges and Extension Central Exchange mail system, are able to use OWA and have full access to your e-mail via a web browser.

Logging into Outlook Web Access

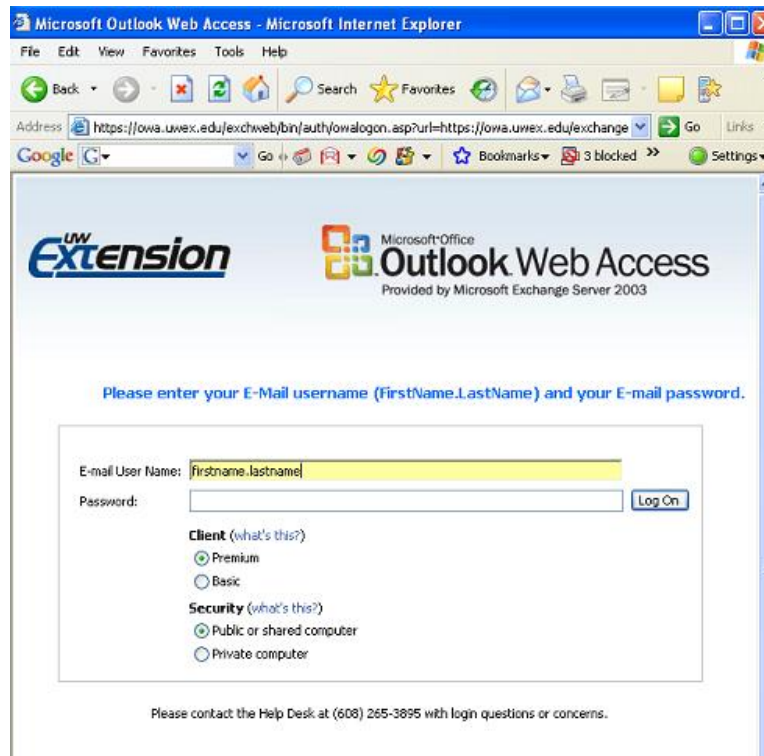
The Extension URL for Outlook Web Access is:

<https://owa.uwex.edu>

The Colleges URL for Outlook Web Access is:

<https://owa.uwc.edu>

In order to login you will need your username (firstname.lastname) and password. You will be provided with a temporary password when your new account is created, and will use this temporary password in order to login to OWA.



Microsoft Outlook Web Access - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://owa.uwex.edu/exchweb/bin/auth/owalogon.asp?url=https://owa.uwex.edu/exchange> Go Links

Google

UW Extension Microsoft Office Outlook Web Access
Provided by Microsoft Exchange Server 2003

Please enter your E-Mail username (FirstName.LastName) and your E-mail password.

E-mail User Name:

Password:

Client (what's this?)

Premium

Basic

Security (what's this?)

Public or shared computer

Private computer

Please contact the Help Desk at (608) 265-3895 with login questions or concerns.

Changing your password

Once logged in, you will need to change your password. New passwords need to be a minimum of 8 characters in length, and contain numbers and/or symbols in addition to letters. You will need to make sure your popup blocking software is either disabled, or that <https://owa.uwex.edu> has been added to your 'exceptions' list.

In order to change your password:

- 1) Locate the *Options* button on the lower left side of the screen
- 2) Click on *Options*, then on the right side of the screen scroll down and click on *Change Password*



- 3) A window will popup, asking for the following information:
 - a) Domain: **uwex.edu**
 - b) Account: **firstname.lastname**
 - c) Old Password: *enter old password*
 - d) New Password: *8 characters minimum with symbols and/or numbers in addition to letters*

The image shows a web browser window with the address bar displaying "https://owa.uwex.edu - IIS - Authenticat...". The main content area is titled "Internet Service Manager for Internet Information Server 6.0". Below the title, there are five input fields: "Domain" with the value "uwc.edu", "Account" with the value "firstname.lastname", "Old password", "New password", and "Confirm new password". At the bottom of the form are three buttons: "OK", "Cancel", and "Reset". The browser's status bar at the bottom shows "Done" and "Internet".

Once you have entered this information and click on 'OK', your password will be updated, and you will be able to access Outlook Web Access with this new password.

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