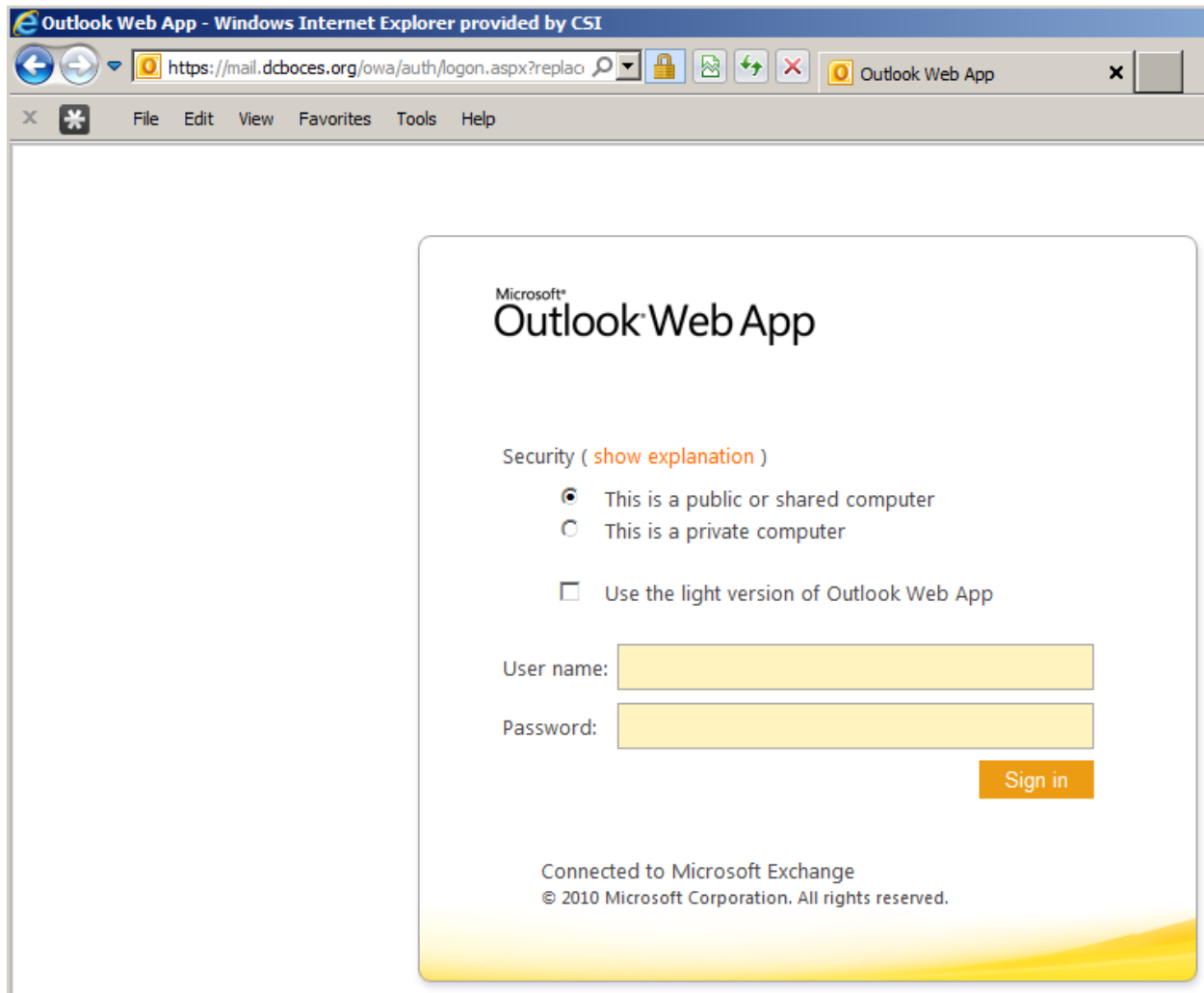


Dutchess County BOCES: Changing your E-mail (Outlook) password

Outlook Web Apps (OWA) and Changing Passwords

From your favorite web browser go to: <https://mail.dcboces.org/owa>

You will see this sign on screen.



The screenshot shows a Windows Internet Explorer browser window titled "Outlook Web App - Windows Internet Explorer provided by CSI". The address bar contains the URL <https://mail.dcboces.org/owa/auth/logon.aspx?replac>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The main content area displays the Microsoft Outlook Web App sign-in interface. At the top, it says "Microsoft Outlook Web App". Below this, there is a "Security" section with a link to "show explanation". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the radio buttons are two text input fields: "User name:" and "Password:". To the right of the "Password:" field is an orange "Sign in" button. At the bottom of the sign-in area, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

Microsoft®
Outlook® Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

User name:

Password:

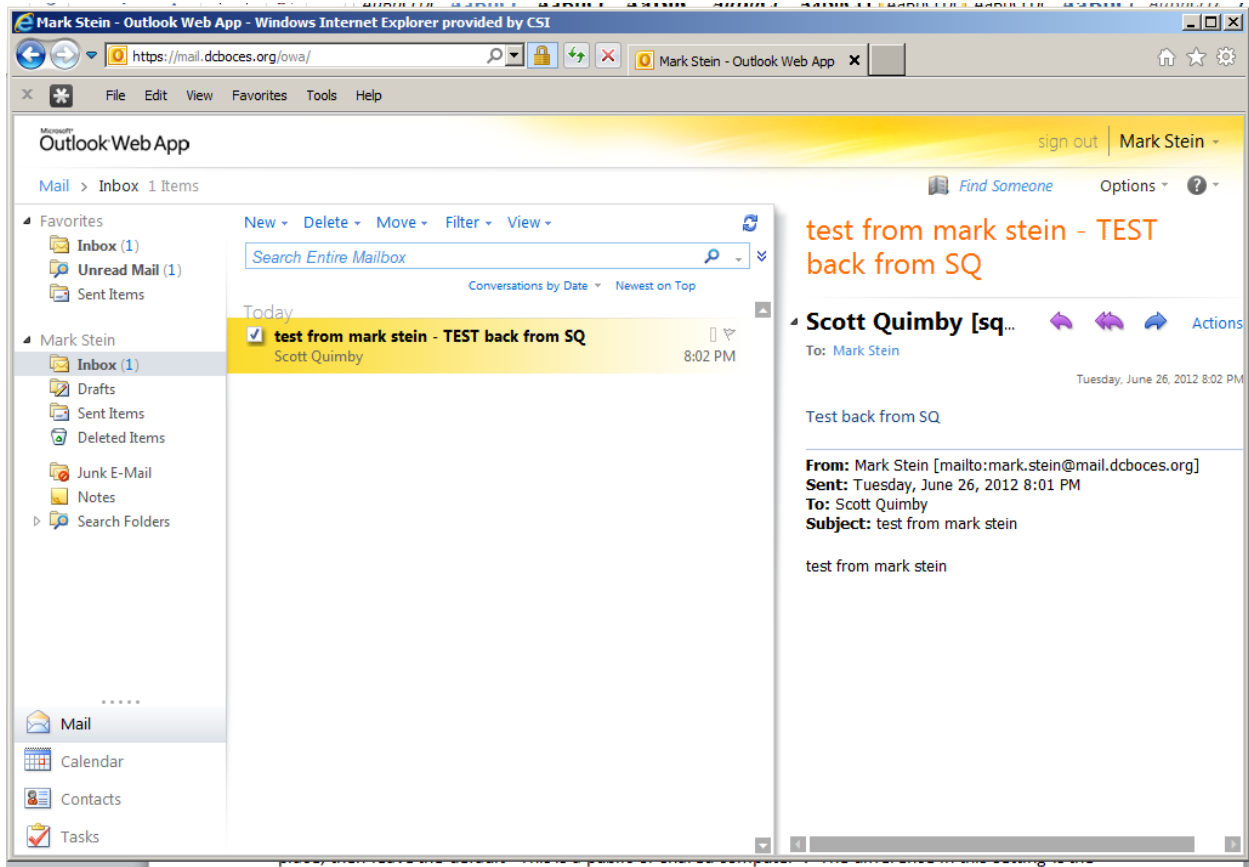
[Sign in](#)

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

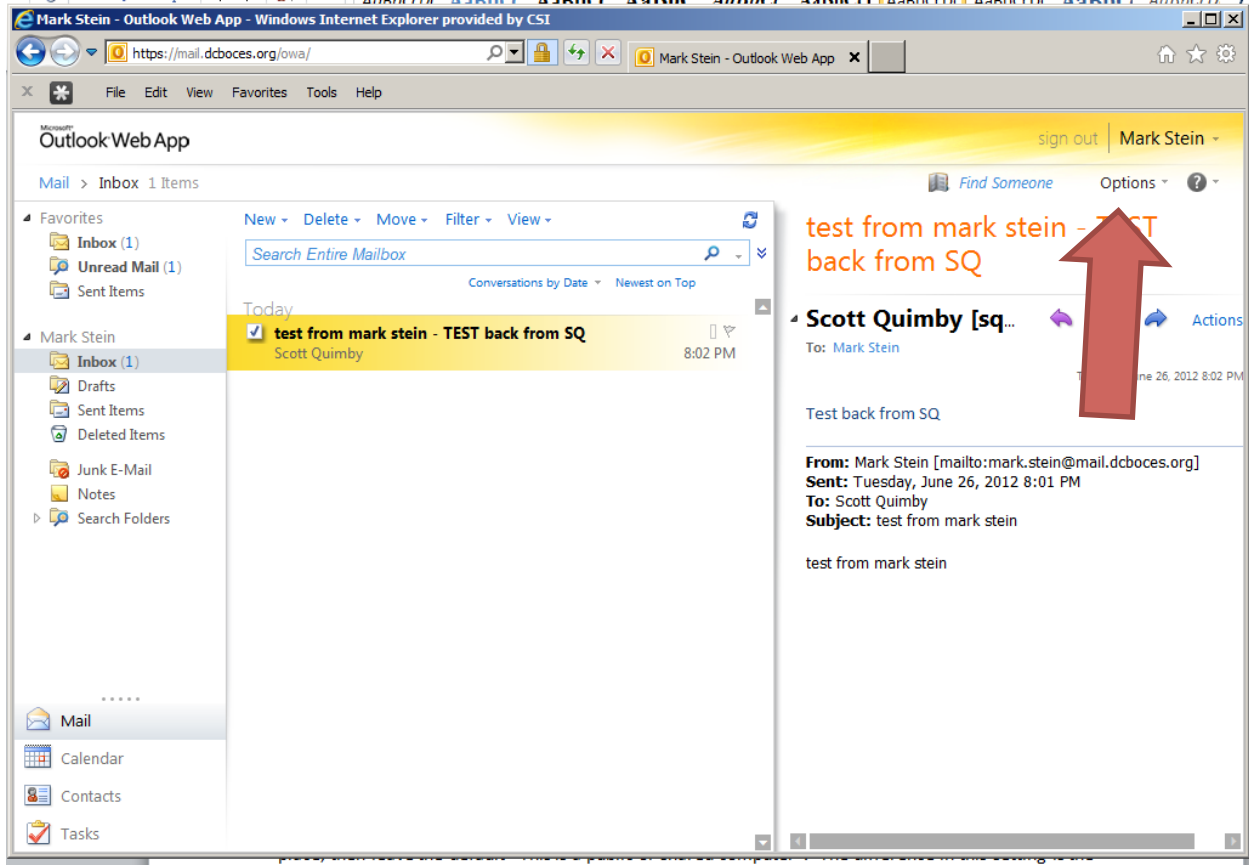
If the computer you are using is your computer, click on “This is a private computer”. If this is a public place, then leave the default “This is a public or shared computer”. The difference in this setting is the time out value of the web page and how much it caches to the workstation.

Put your user name in the format shown above (firstname.lastname). Type in your password. Click sign in to continue.

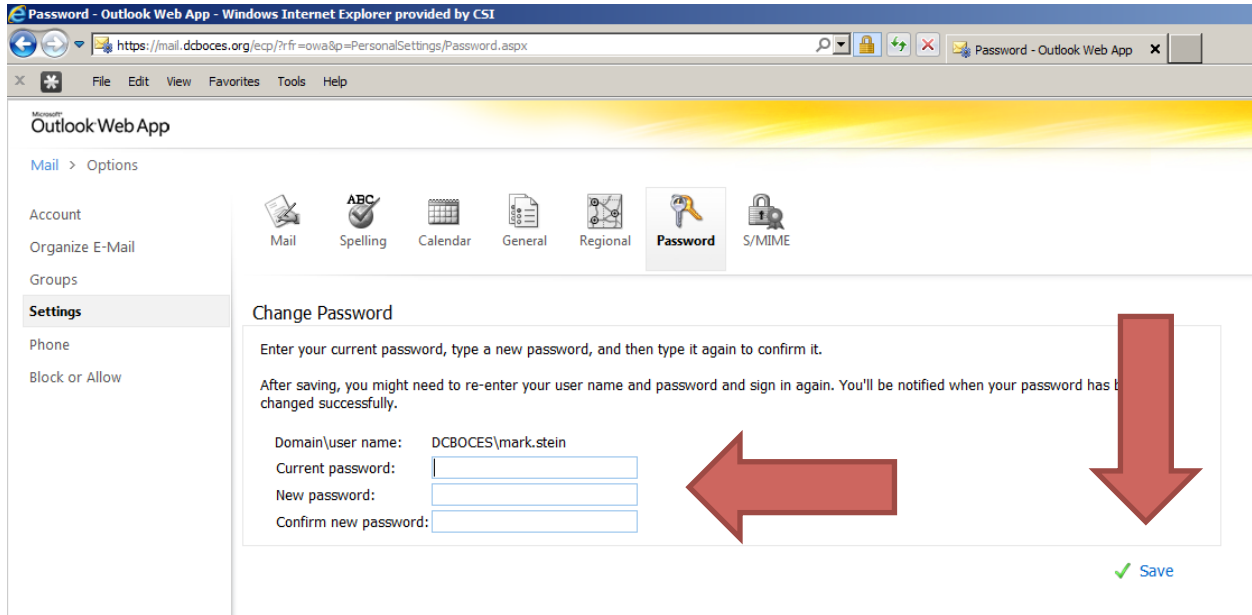
You are now in the Outlook Web App (OWA) web interface.



To change the password, simply click on **Options** under your user name on the top right. Then click on the Change Password option that will appear next.



Type in your old password. Type in your new password twice. Click Save on the bottom right corner to complete the password change.



After the scripted Outlook 2010 install and the manual user change under Control Panel and Mail, you should find a Microsoft Office folder on the start menu. Under that you will find the Outlook icon under that menu. Click on it to start the real Outlook client.