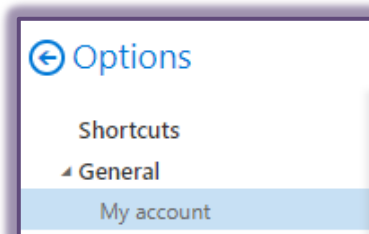
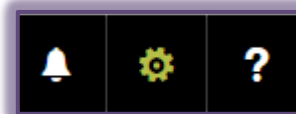


Change Password - Outlook Web Access

It is possible to change the password for the **Windows Network** and **My Siena** using Outlook Web Access (OWA). Faculty and students use the same password for all logins. To access your e-mail, Canvas, or Library accounts log into My Siena and click on the appropriate link. To change the password in OWA, complete the steps below.

- † Go to your **Webmail** through **My Siena**.
- † Click the **Options** button in the upper right corner of the **Outlook** window. This is the highlighted button shown in the illustration at the right.
- † In the list select **Options**.
- † The **Options** window will display.
- † Click the **General** link on the left side of the window.
- † In the list that appears, click the **My Account** link.
- † Your **My Account** window will display.
- † On the right-hand side of the window, click the **Change**



Work phone

Fax

Office

Change your password

Password button.

- † Input your current **Password** into the **Old Password** textbox.

✓ Save ✕ Discard

Change password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Email address: WHOUSE@sienaheights.edu

Current password:

New password:

Confirm new password:

- † In the **New Password** textbox, input the **New Password**.

- † In the **Confirm Password** textbox, input the **New Password** a second time.
- † Click the **Save** button at the top of the window to accept the changes.
- † Once the **Save** button has been clicked, a message will appear saying the password has been changed.
- † Click the **OK** button.
- † The **Outlook Web Access Login** window will display.
- † Input your **username** and **password** and then click **Logon**.

NOTE: Changing your password in Outlook Web Access, will change the password for My Siena as well.