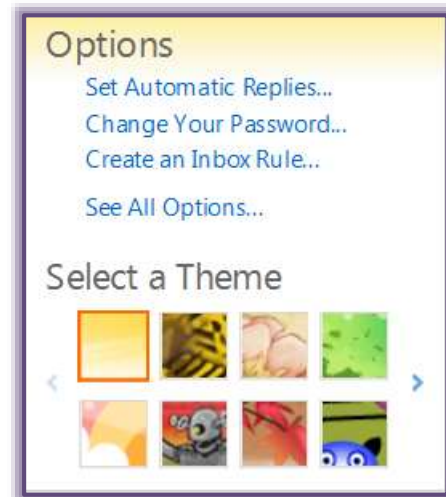


## Change Password - Outlook Web Access

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, eCollege, 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 **E-mail Account** through **My Siena**.
- † Click the **Options** link in the upper right corner of the **Outlook** window (see illustration below).



- † In the list select the **Change Your Password** link (see illustration above).
- † The **Change Password** window will display (see illustration below).

### 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.

Domain\user name: SIENANET\whouse

Current password:

New password:

Confirm new password:

 Save

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