## How to Change Your Password Using OWA

## How to Change Your Password

1. a. Open any Web browser and type owa.evolvedmail.net. No need to enter anything else. Your browser will be redirected to a secure

EVOLVE
THE CLOUD SERVICES COMPANY™
Security ( show explanation ) This is a public or shared computer
<ul> <li>Use the light version of Outlook Web App</li> </ul>
E-mail address:
Password:
Sign in
Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved.
connection.

Note: If you have forgotten your password, please contact Support at 877.459.4347, Option 5 or support@evolveip.net.

1. a. Once you are logged in, click on **Options**, located at the top right hand corner of OWA.

Outlook Web App	ook Web App sign out Grue		sign out GrudiAssociates@grud	rudiAssociates@grudiassociates.c	
Mail > Inbox 0 Items			📠 Find Someone	Options -	
Favorites inbox	New + Delete + Move + Filter + View +	0			
	Search Entire Mailbox	. ج			
Sent Items	Conversations by Date =	Newest on Top			

1. a. Under Options select Change Your Password.



1. a. Enter your Current password:, enter your New password: and then Confirm new password:. Click Save in the lower right hand corner to commit changes.

NOTE: Your New Password must be at least 8 characters long; must not have been used in the past 24 password change cycles; must contain at least three of the following character groups; uppercase character (A through Z); lowercase character (a through z); Numerals (0 through 9); Non-alphabetic characters (such as !, \$, #, %).

Öutlook Web App					
Mail > Options					
Account	🔌 🤔 📖 📄 🚰 🞇 🏠				
Organize E-Mail	Mail Spelling Calendar General Sent Items Regional Password S/MIME				
Groups					
Settings	Change Password				
Phone	Enter your current password, type a new password, and then type it again to confirm it.				
Block or Allow	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.				
BIOCK OF ANOW	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.				
block of Allow	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: EVOLVEDMAIL/grudiassociates				
DICK OF AIRW	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:         EVOLVEDMAIL\grudiassociates           Current password:				

1. a. OWA will inform you that your password has been successfully changed. Click on OK to log in with your new password.



Your password has been changed. Click OK to sign in with your new password.

OK

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