

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



Security ([show explanation](#))

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

- Use the light version of Outlook Web App

E-mail address:

Password:

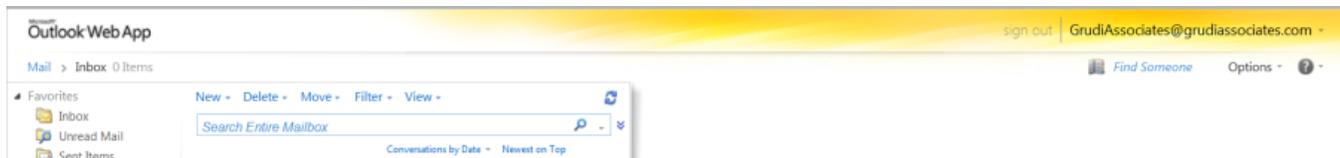
[Sign in](#)

Connected to Microsoft Exchange
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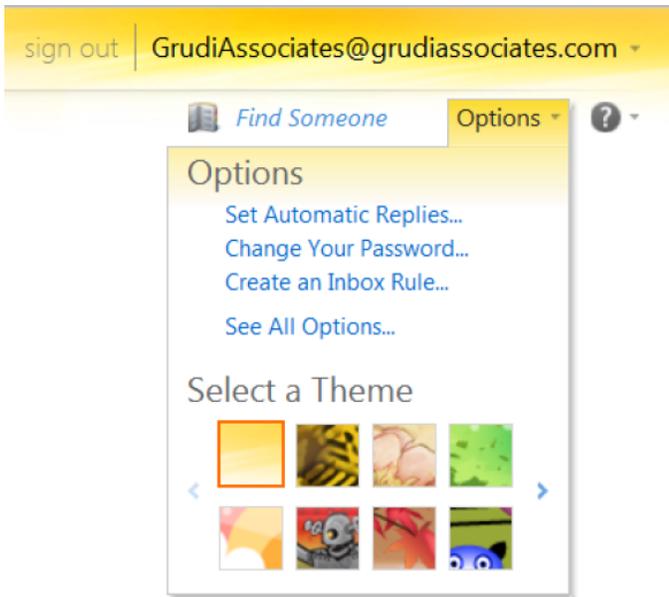
- connection.
- b. Log in using your email address and current password.

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.

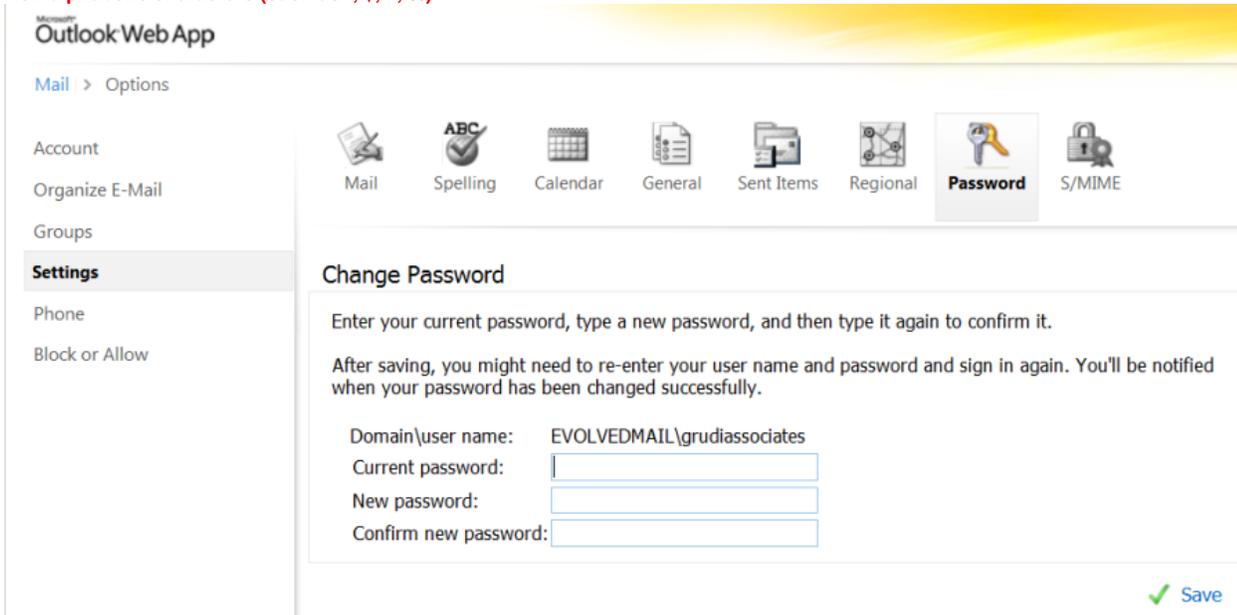


1. a. Under **Options** select **Change Your Password**.



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 !, \$, #, %).



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



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

OK

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