

How to Change Password Via Outlook Web Access (OWA)

To change your password from **Outlook Web Access OWA**.

1. Navigate to **Outlook Web Access** server address <https://webmail.clevelandsightcenter.org/owa>
2. Log in using your username and password.

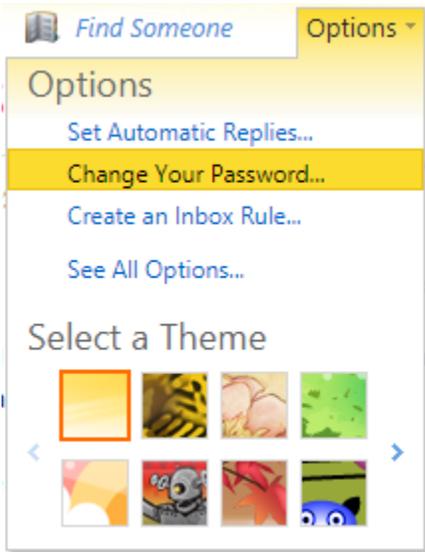


The screenshot shows the Microsoft Outlook Web App login interface. At the top left, it says "Microsoft Outlook Web App". Below this, there is a "Security" section with a link to "show explanation". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the security options are two input fields: "User name:" with the placeholder text "Your Windows/Network Username" and "Password:" with a masked password "*****". A "Sign in" button is located to the right of the password field. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

3. After logging in successfully, navigate to **"Options"**. This is located in upper right hand corner of the browser.



4. Under “Options”, select “Change Your Password...”



5. In the “Current password” field, enter your current password. In the “New password” and “Confirm new password” fields, enter your new password. Click or select “Save” to commit your changes.

