

Change Your Password in Outlook Web App (OWA)

If you use Outlook Web Access to read your E-mail, you will receive a warning of impending expiration starting about two weeks in advance. These instructions are intended for those employees who use Outlook Web Access only and do not use a DeSoto County domain computer to log into the DCMS network. If you let your password expire, OWA will still allow you to log in, and will force you to change to a new password immediately.

Versions of Outlook Web App

[Outlook Web App](#)

[Outlook Web App Light Version](#)

Password Requirements

Passwords will expire every 90 days. Passwords must be at least 8 characters long and contain at least characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Numbers (0 through 9)
- Non-Alphabetic characters (for example, !, \$, #, %, etc.)

Passwords cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters.

Outlook Web App Guide

(Use Outlook Web App Lite Version Guide, if you check the box 'Use the light version of Outlook Web App when you log in to OWA)

Open any Web browser and go to: <https://webmail.desotocountymys.gov/owa/>

Log in using your User Name and current password.

Microsoft
Outlook Web App

Security ([show explanation](#))

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

Use the light version of Outlook Web App

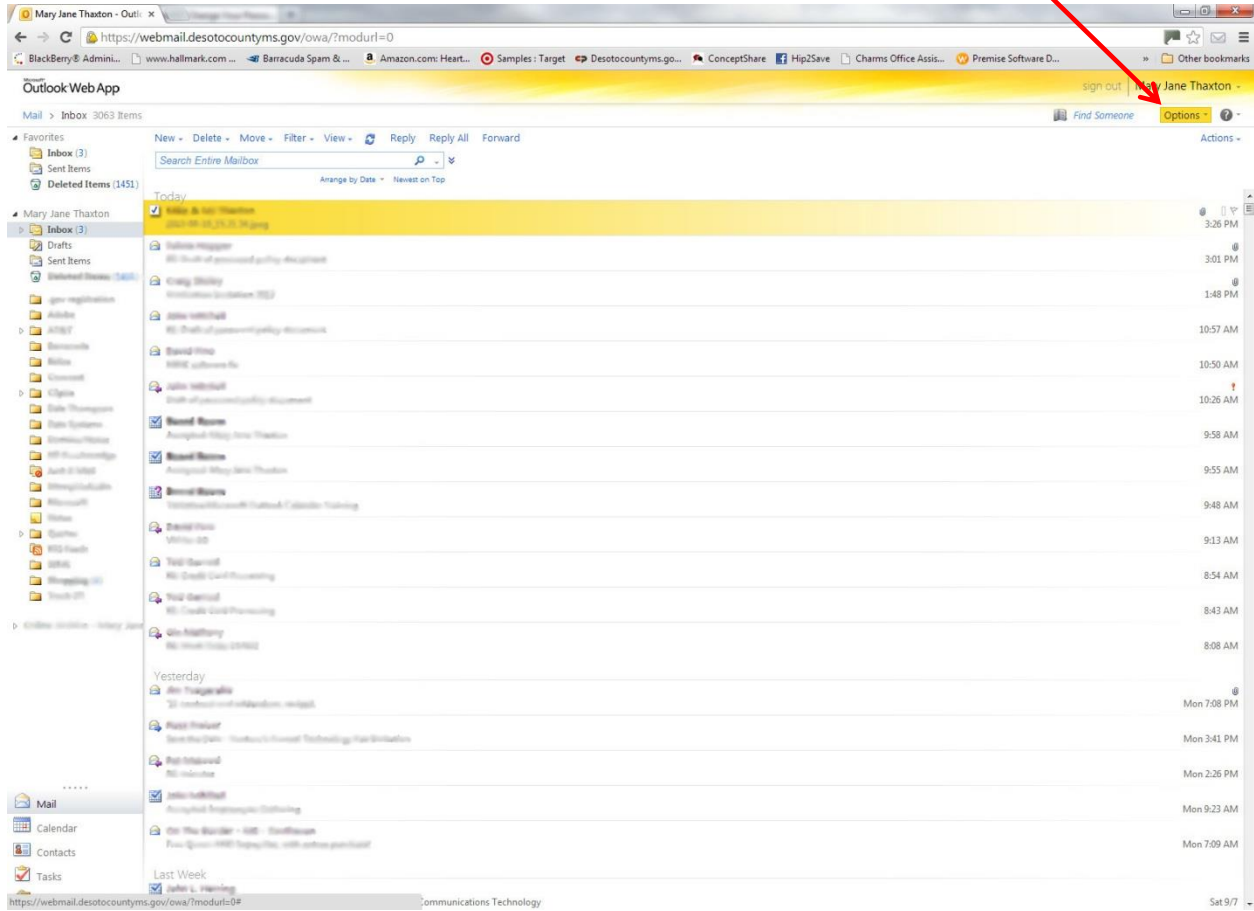
User name:

Password:

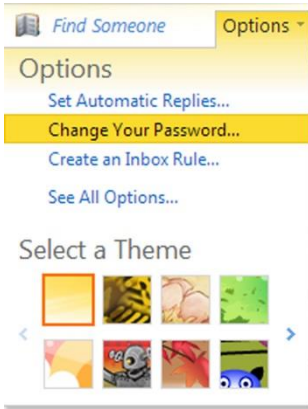
[Sign in](#)

Connected to Microsoft Exchange
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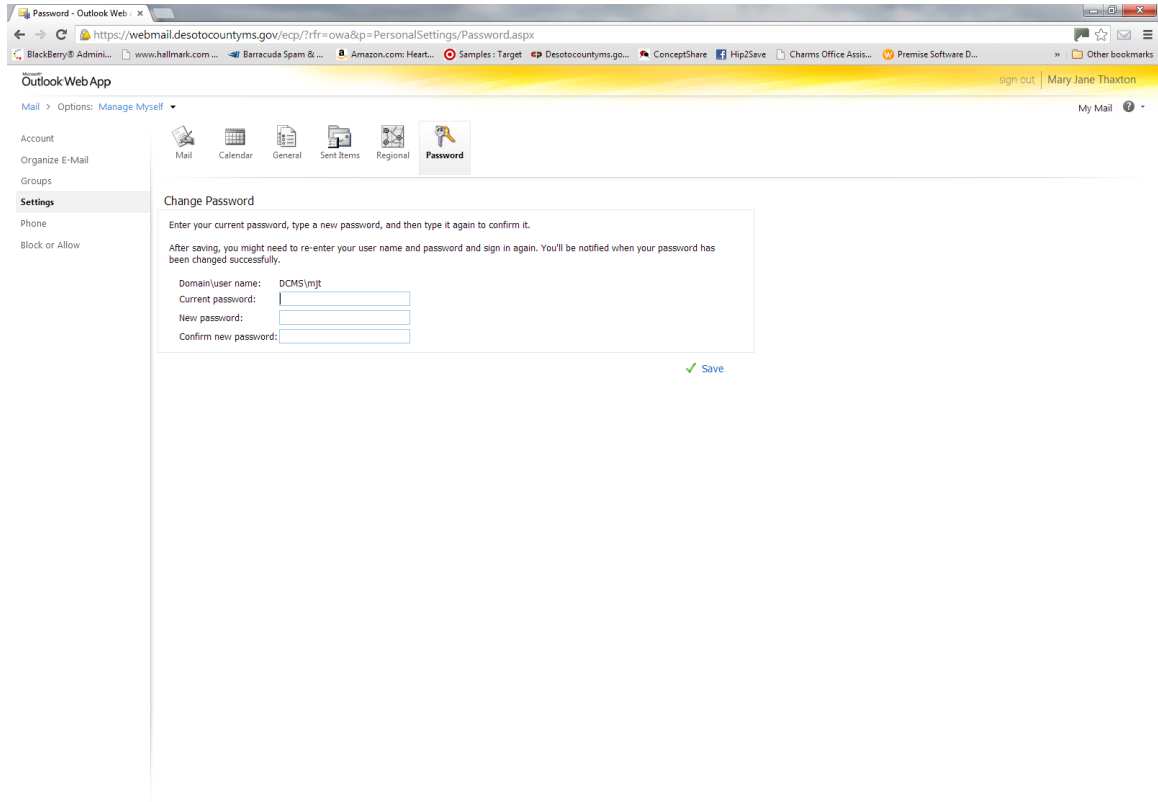
Once you are logged in, click Options, located at the top right hand corner of OWA.



Click Change your Password:



Enter your current password>Enter a new password>Enter the new password again to confirm. Click Save (bottom right corner.)



The screenshot shows the Outlook Web App interface for changing a password. The browser address bar shows the URL: <https://webmail.desotocountymys.gov/ecp/?rfr=owa&p=PersonalSettings/Password.aspx>. The page title is "Outlook Web App" and the user is logged in as "Mary Jane Thaxton".

The main content area is titled "Change Password" and contains the following instructions and form fields:

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: DCMS\mjt

Current password:

New password:

Confirm new password:

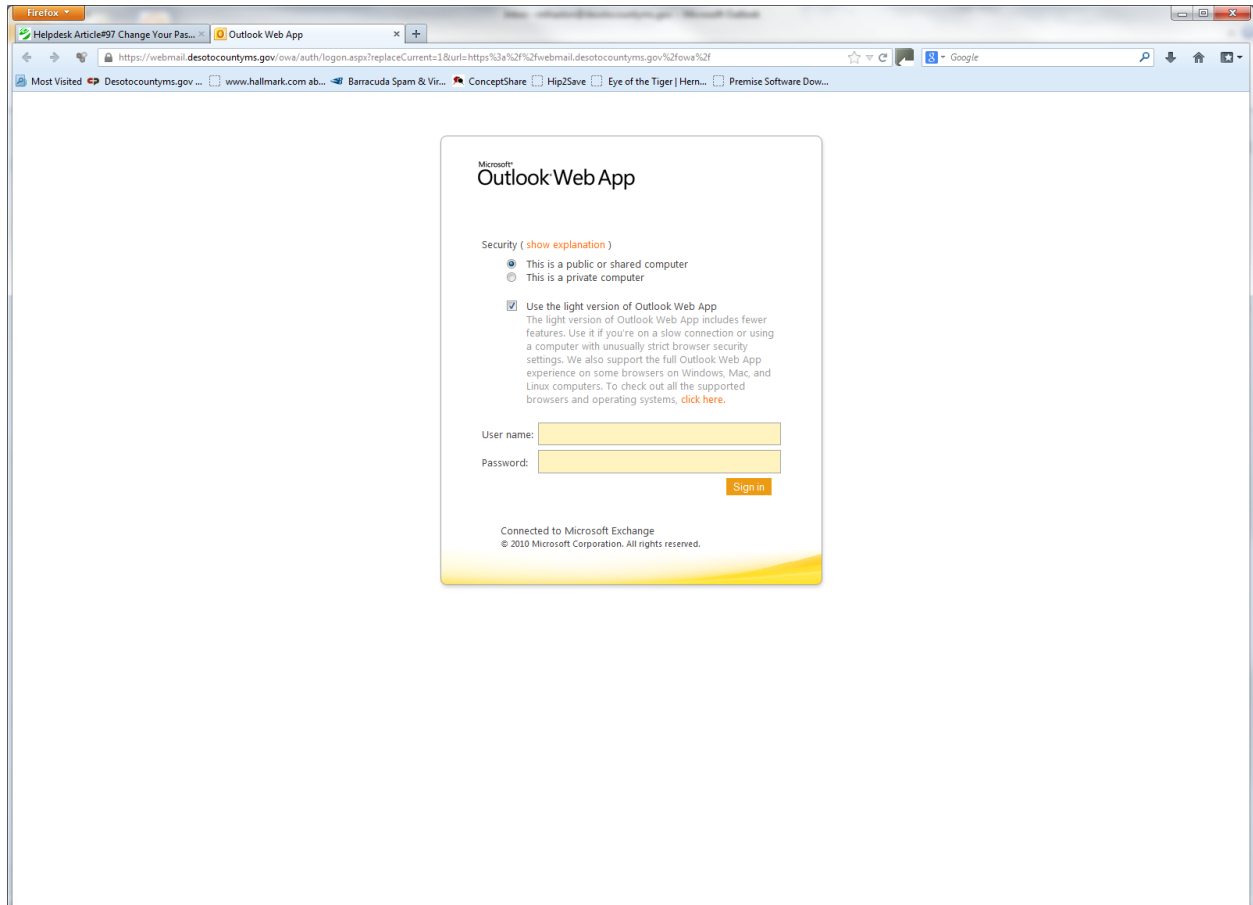
A green checkmark and the word "Save" are located at the bottom right of the form area.

Outlook Web App Light Version Guide

Open your browser and go to <https://webmail.desotocountymys.gov/owa/>

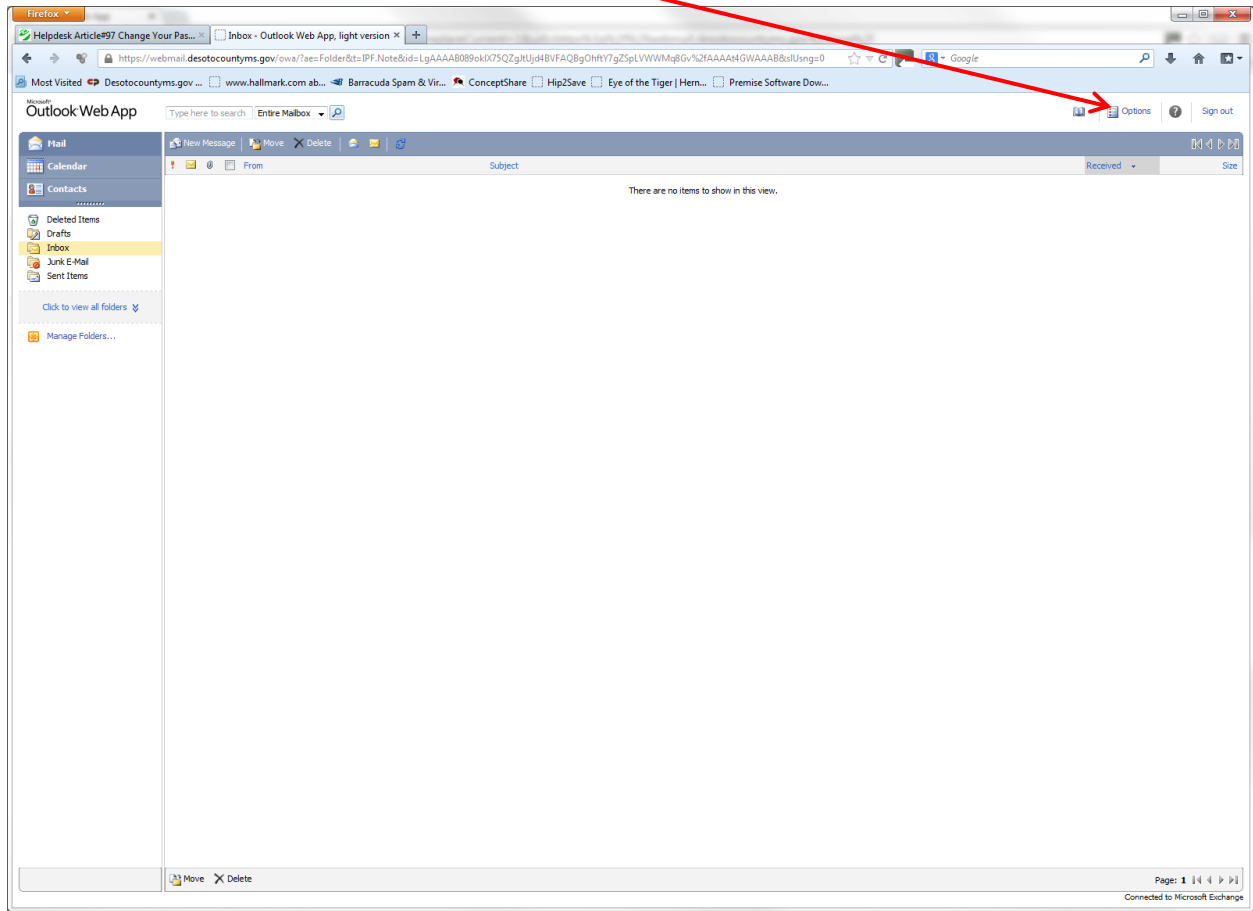
If your browser supports the full Outlook Web App, the “Use the Light Version of Outlook Web App” checkbox can be checked to go into the Light version if it’s not checked already; if it is checked, but greyed out to prevent unchecking, then your browser does not support it and you have to use the Light Version anyway.

Log in

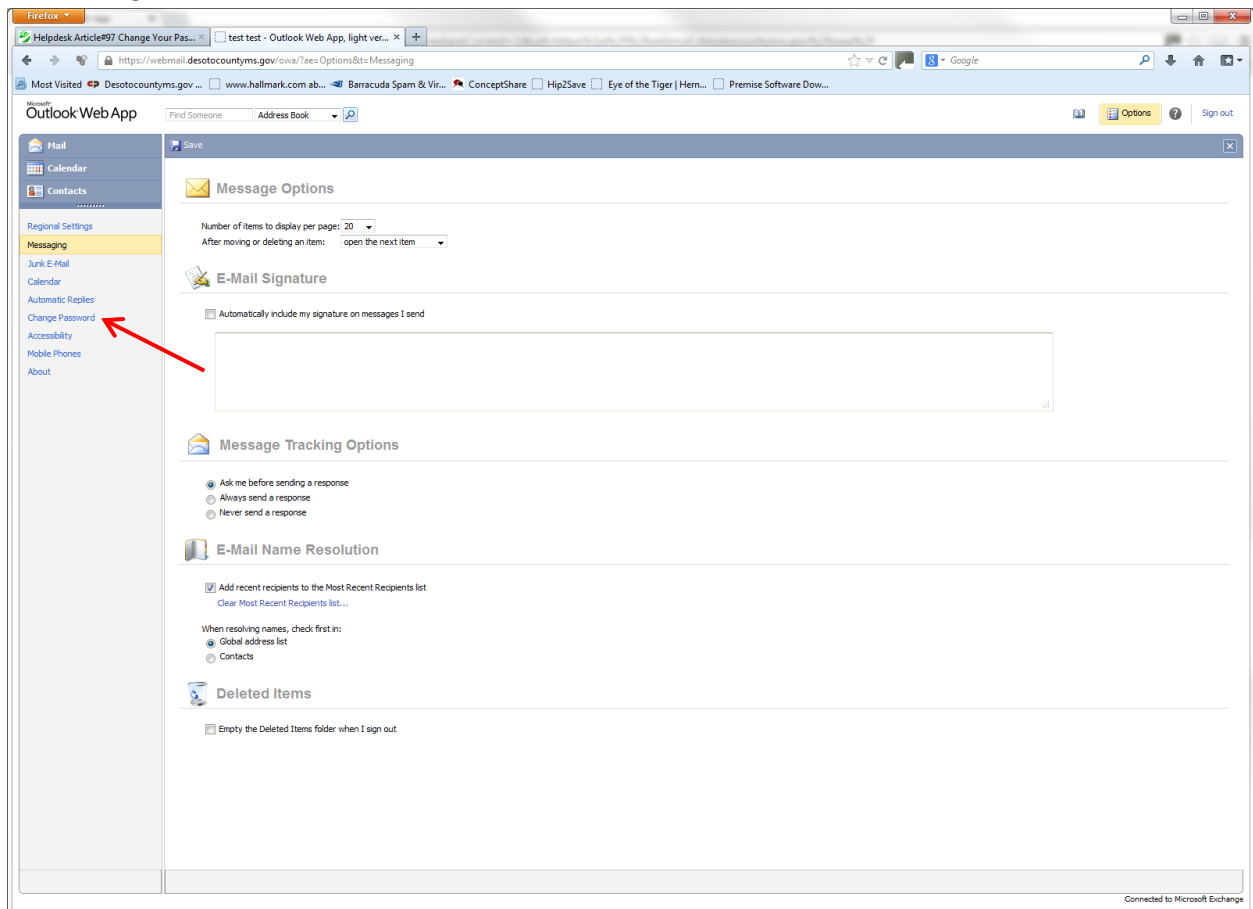


The screenshot shows a Firefox browser window with the Outlook Web App login page. The address bar shows the URL: <https://webmail.desotocountymys.gov/owa/auth/login.aspx?replaceCurrent=1&url=https%3a%2f%2fwebmail.desotocountymys.gov%2fowa%2f>. The page content includes the Microsoft logo, the title "Outlook Web App", and a "Security" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Below this is a checked checkbox for "Use the light version of Outlook Web App" with a detailed explanation of its features. At the bottom of the form are input fields for "User name:" and "Password:", followed by a "Sign in" button. The footer text reads "Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved."

Click Options in upper right hand corner.



Click Change Password on left side of window.



Follow the onscreen instructions. Enter your current password > Enter the new password > Enter the new password again to Confirm. Click the Save button in the section above the password options.