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.desotocountyms.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
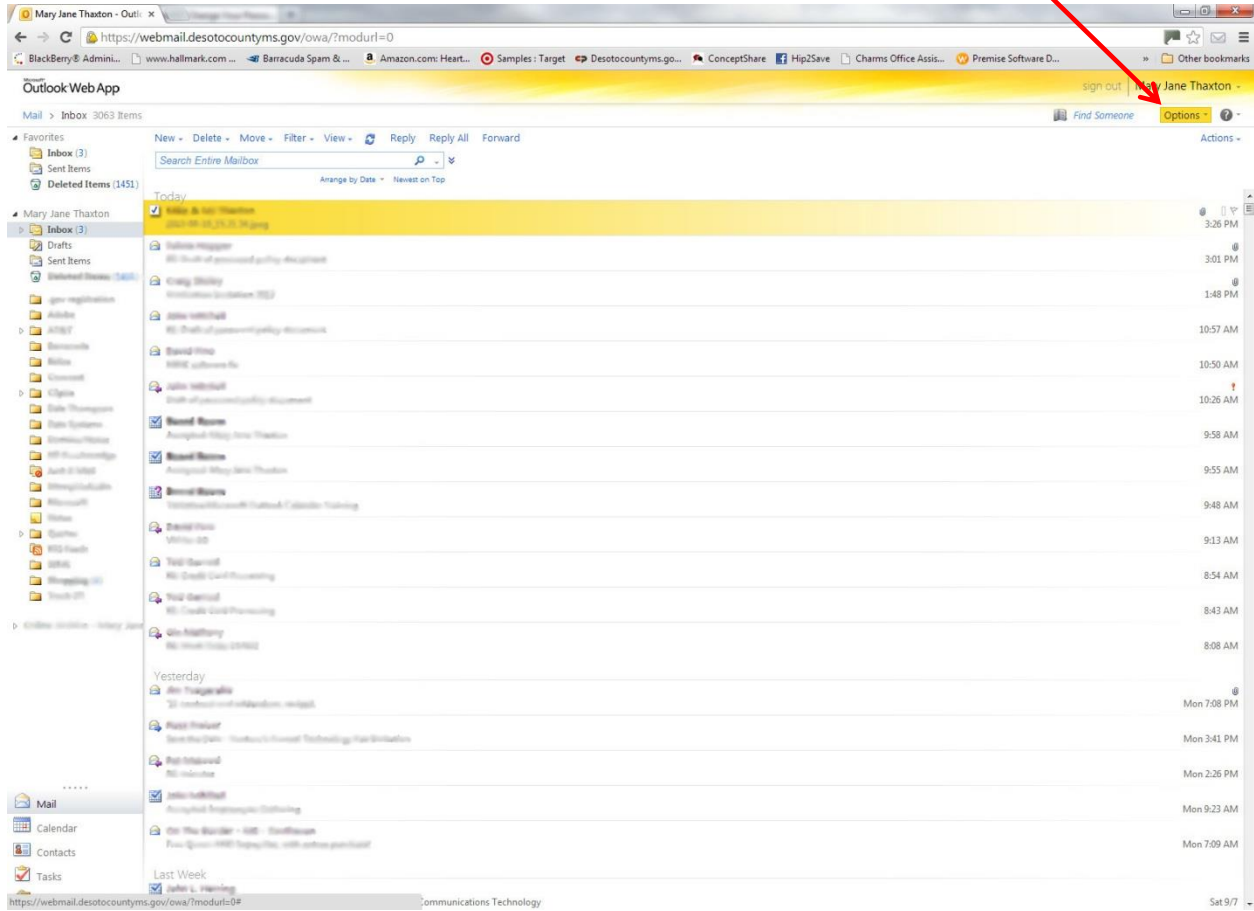- This is a private computer

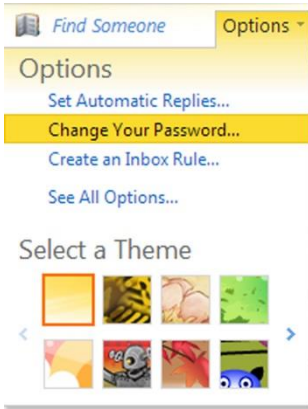☐ Use the light version of Outlook Web App

User name:
Password:

Sign in

Connected to Microsoft Exchange
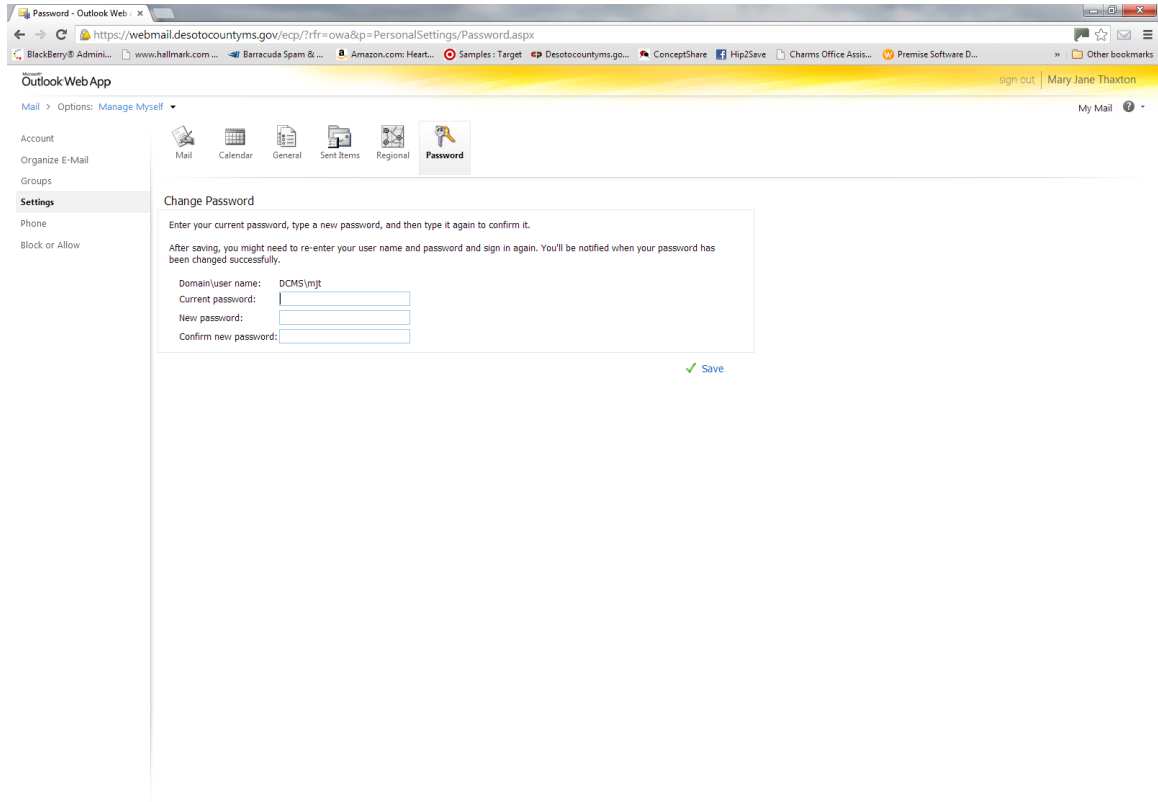© 2010 Microsoft Corporation. All rights reserved.

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.)

Outlook Web App Light Version Guide

Open your browser and go to https://webmail.desotocountyms.gov/owa/
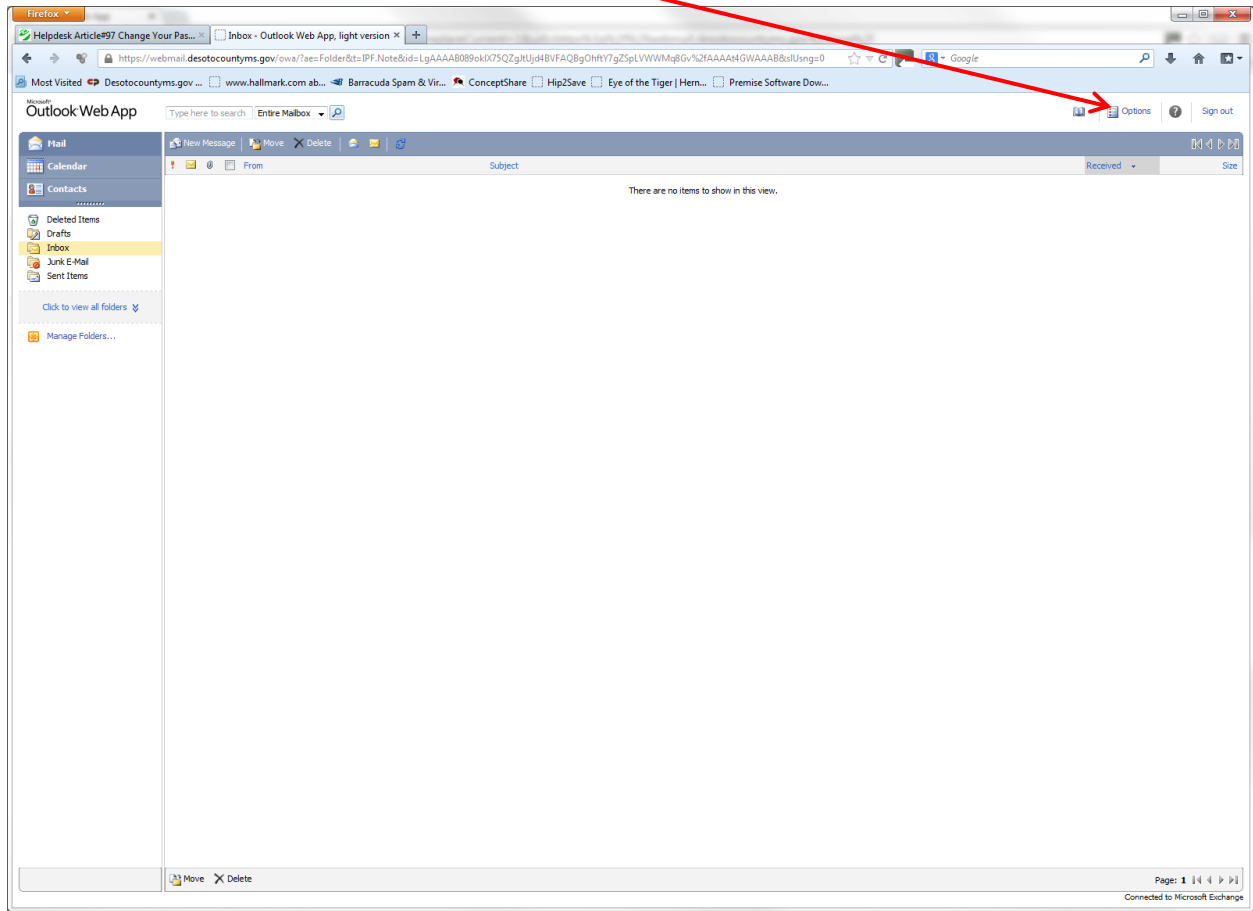
If your browser supports the full Outlook Web App, the "Use the Light Version of Outlook Web App" checkbox can be checked to go into the Light version if it's not checked already; if it is checked, but greyed out to prevent unchecking, then your browser does not support it and you have to use the Light Version anyway.
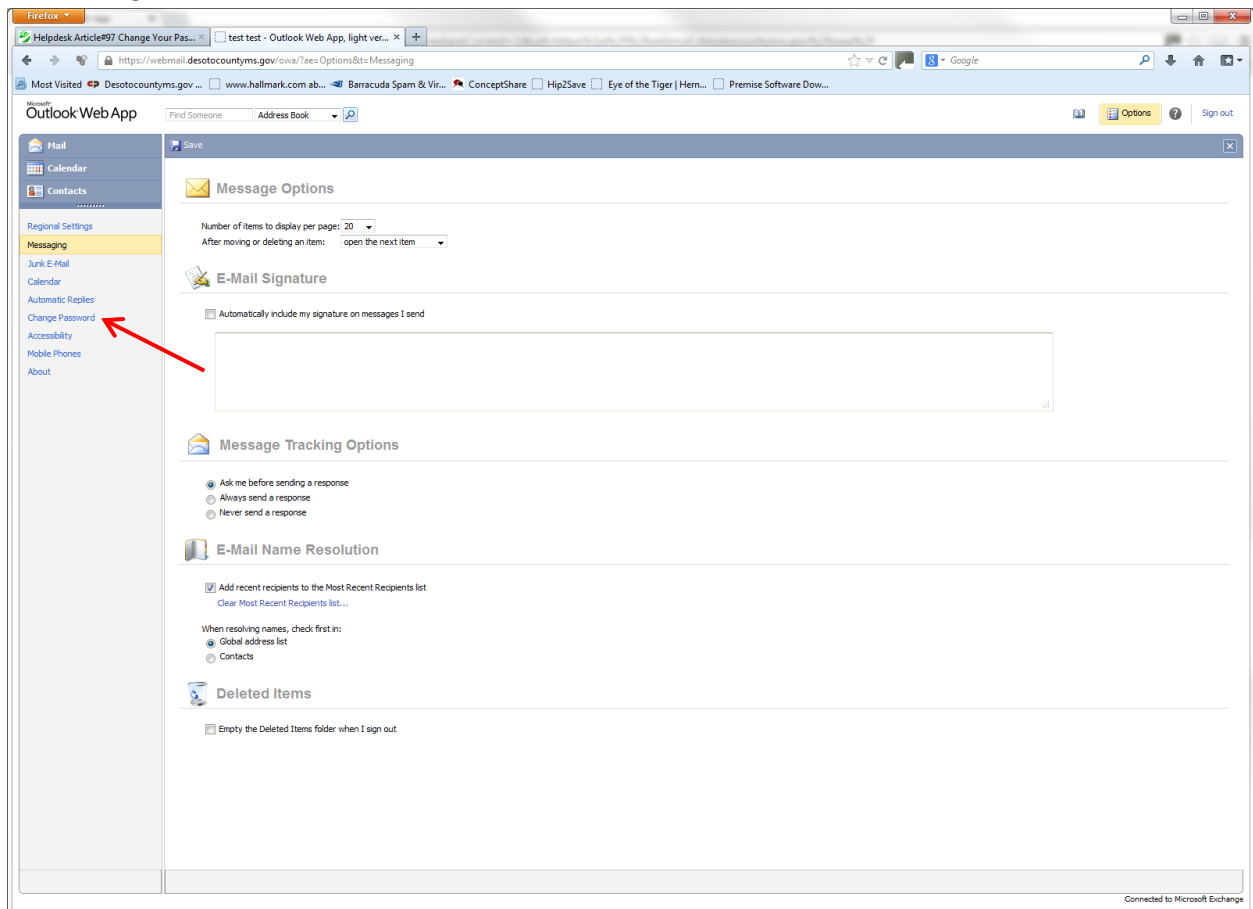
Log in

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.