

## Using Outlook Web Access (OWA) to change your Windows password

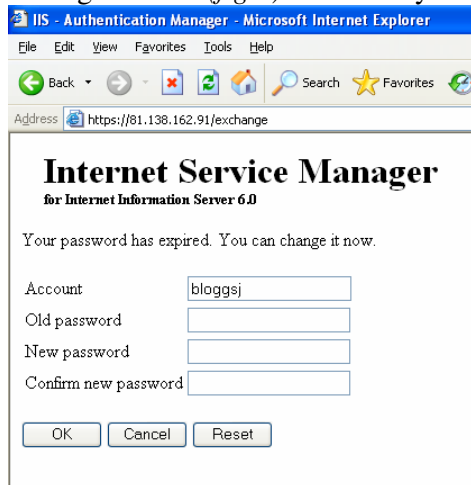
It's now possible to change your Windows network password using OWA if either your Windows password has expired or you simply wish to change it to something more memorable.

See the following sections for instructions on how to change your Windows password:-

- [My Windows password has expired how do I change it?](#)
- [How do I change my Windows password to something more memorable?](#)

## ***My Windows password has expired how do I change it?***

Upon logging into the web mail service you are re-directed to the Internet Service Manager screen (*fig1.*) instead of your mailbox.



The screenshot shows a Microsoft Internet Explorer browser window titled "IIS - Authentication Manager - Microsoft Internet Explorer". The address bar displays "https://81.138.162.91/exchange". The main content area is titled "Internet Service Manager for Internet Information Server 6.0". Below the title, it says "Your password has expired. You can change it now." There are four input fields: "Account" with the value "bloggsj", "Old password", "New password", and "Confirm new password". At the bottom, there are three buttons: "OK", "Cancel", and "Reset".

(*fig1.*)

Enter the following:

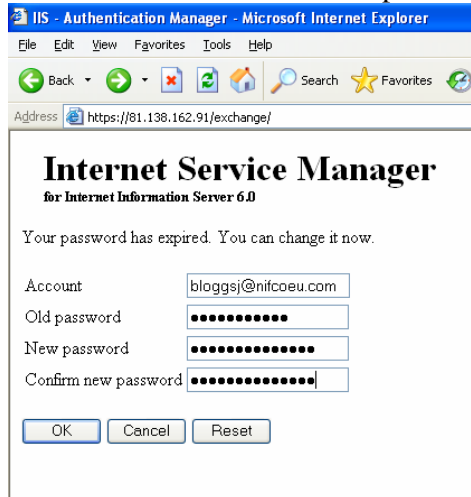
Account = Windows username (*in the format [username@nifcoeu.com](mailto:username@nifcoeu.com)*)

Old password = your current Windows password

New password = the new password

Confirm new password = retype to confirm your new password

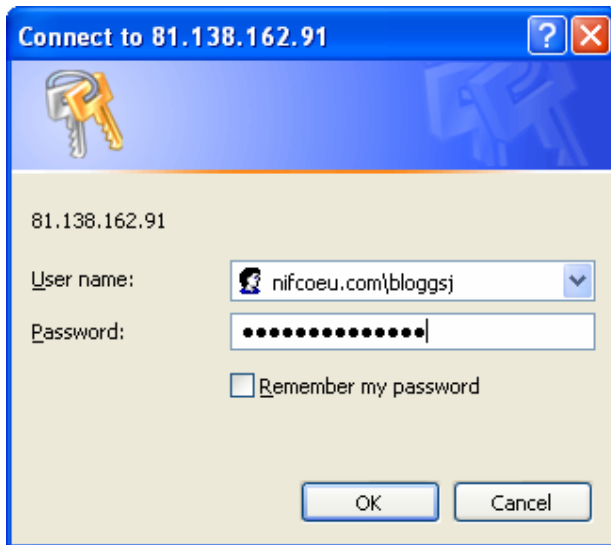
The screen should now be completed as per *fig2.*



This screenshot is similar to the first one, but the password fields are now masked with dots. The "Account" field still contains "bloggsj". The "Old password", "New password", and "Confirm new password" fields are filled with a series of dots. The "OK", "Cancel", and "Reset" buttons are still present at the bottom.

(*Fig2.*)

Upon clicking OK you will be presented with a request to re-enter your old/original password; as you have not actually changed the password yet. Your new password is not active until you receive the "password successfully changed" screen (*fig4.*).

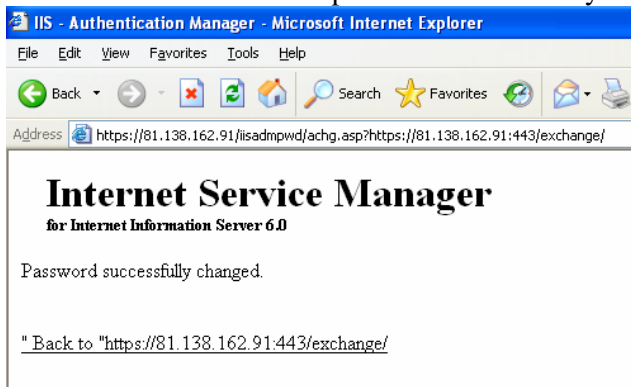


Enter your old/original password into the password field. Ensure you do **not** select the option for “Remember my password” doing so may cause web mail authentication problems in the future. Click OK.

*Note: do not change the username field doing so may cause the password change request to fail, if for some reason the username field is changed retype your username in the format shown in (fig3.).*

(fig3.)

You will now receive the “password successfully changed” screen (fig4.)



(fig4.)

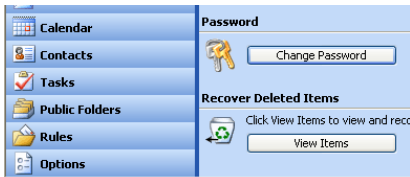
Your Windows password has now been successfully changed, click the hyperlink shown at the bottom of the “password successfully changed” screen. You are now returned back to the initial web mail login screen, where you can login with your new Windows password.

## ***How do I change my Windows password to something more memorable?***

Once you have logged into the web mail service, select the “*options*” button from the left hand window pane,

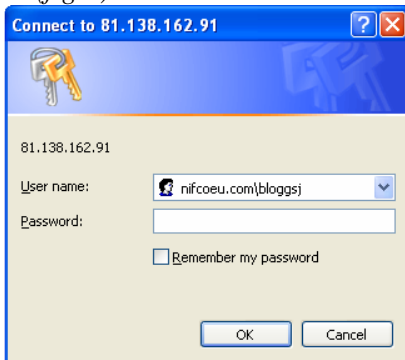
Scroll down to the bottom of the options page where you will find a section marked “*Password*”,

Click the “*Change Password*” button (*fig1.*),



(*fig1.*)

You may now be prompted to enter your username and current password into the respective fields; enter your username in the format “*nifcoeu.com\username*”, shown in (*fig2.*)



(*fig2.*)

The Internet Service Manager screen now displays in a new window (*fig3.*).



(*fig3.*)

Enter the following:

Domain = pre-populated with “*nifcoeu.com*”, do **not** change

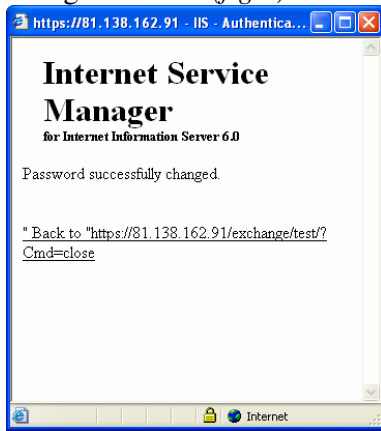
Account = pre-populated with your windows username, do **not** change

Old password = your current Windows password

New password = the new password

Confirm new password = retype to confirm your new password

Click OK to request the password change,  
Your new password is not active until you receive the “password successfully  
changed” screen (*fig4.*)



(*fig4.*)  
Your new password is now active.