

How to Change your Password in Webmail



[Abstract](#)

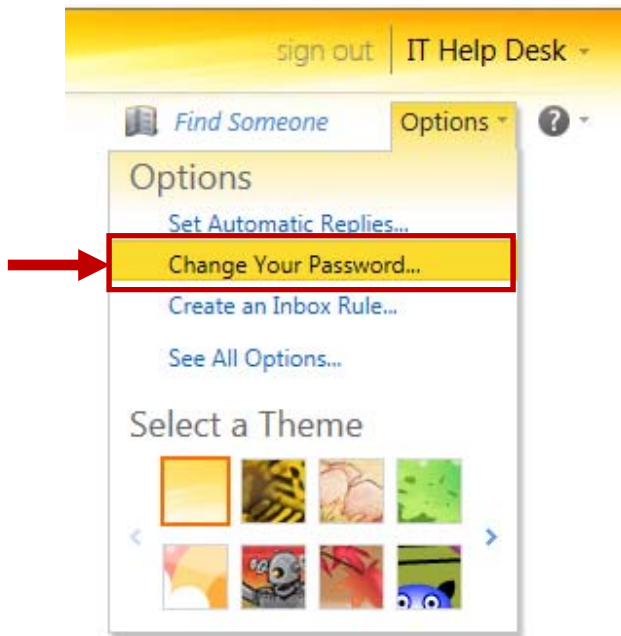
If you'd like to update your SSND CP e-mail password for logging into webmail or if you feel your account has been compromised (if someone is using your account who has not been authorized), these steps will take you through the process of changing your password.

Provided by SSND CP IT Department

1. After logging into webmail, *click* **Options** located on the top right hand side.



2. *Click* on **Change Your Password...** from the menu that appears.



3. The Change Password window will appear. You will need to enter your current password, type a new password and then re-type the new password again to confirm.

Microsoft
Outlook Web App

Mail > Options

Account
Organize E-Mail
Groups
Settings
Phone
Block or Allow

Mail Calendar General Sent Items Regional **Password** S/MIME

Change Password

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: SSNDCP\ithelpdesk

Current password:

New password:

Confirm new password:

✓ Save

4. Click **Save**.

Change Password

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: SSNDNAQ\anorkett

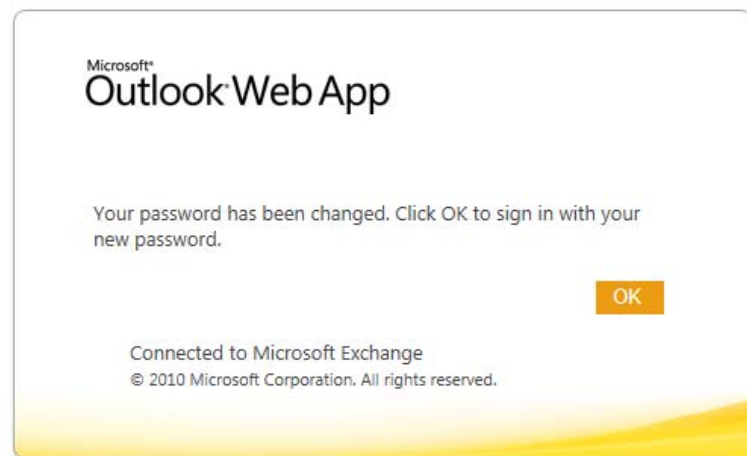
Current password:

New password:

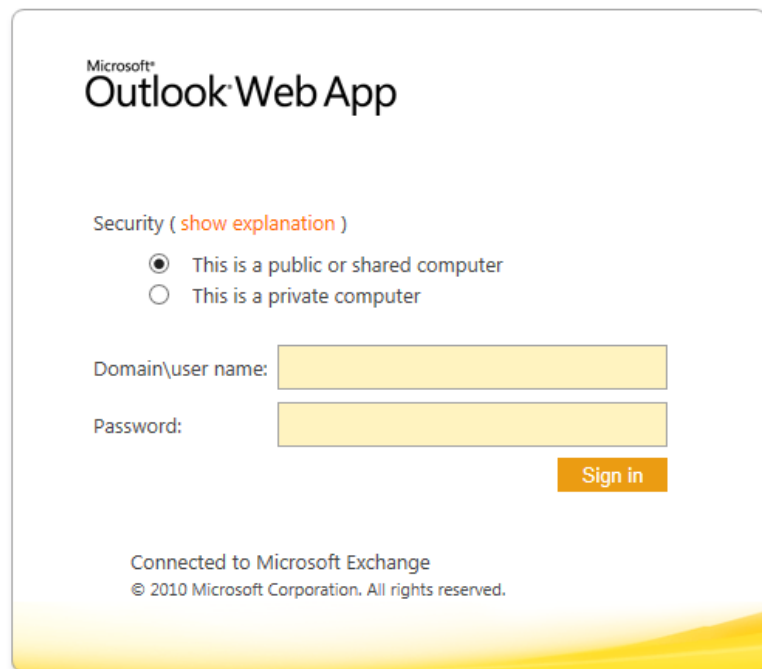
Confirm new password:

→ ✓ Save

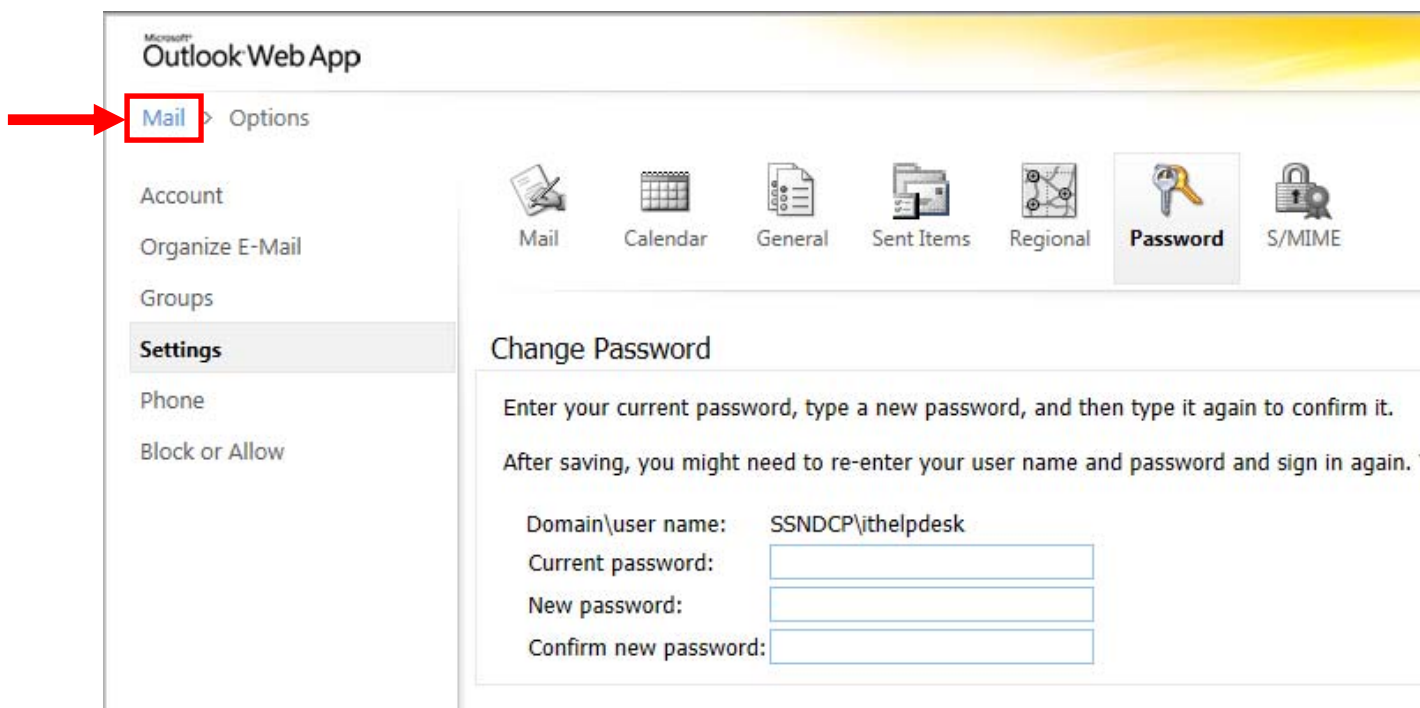
5. A confirmation message will appear letting you know your password has been successfully changed. *Click OK.*



6. You will be taken back to the webmail login screen where you can log in with the new password you created.



7. Once you log back in, you will be taken back to the Change Password page. *Click* on **Mail** in the upper left to return to the messages in your Inbox.



The screenshot displays the Microsoft Outlook Web App interface. At the top left, the text "Microsoft Outlook Web App" is visible. Below this, a navigation pane on the left contains several links: "Mail", "Options", "Account", "Organize E-Mail", "Groups", "Settings" (which is highlighted with a grey background), "Phone", and "Block or Allow". A red arrow points to the "Mail" link. To the right of the navigation pane, there is a horizontal menu with icons for "Mail", "Calendar", "General", "Sent Items", "Regional", "Password" (which is highlighted with a grey background and a key icon), and "S/MIME". Below this menu, the "Change Password" section is visible. It contains the following text: "Enter your current password, type a new password, and then type it again to confirm it." and "After saving, you might need to re-enter your user name and password and sign in again." Below the text are three input fields: "Domain\user name:" with the value "SSNDGP\ithelpdesk", "Current password:", "New password:", and "Confirm new password:".