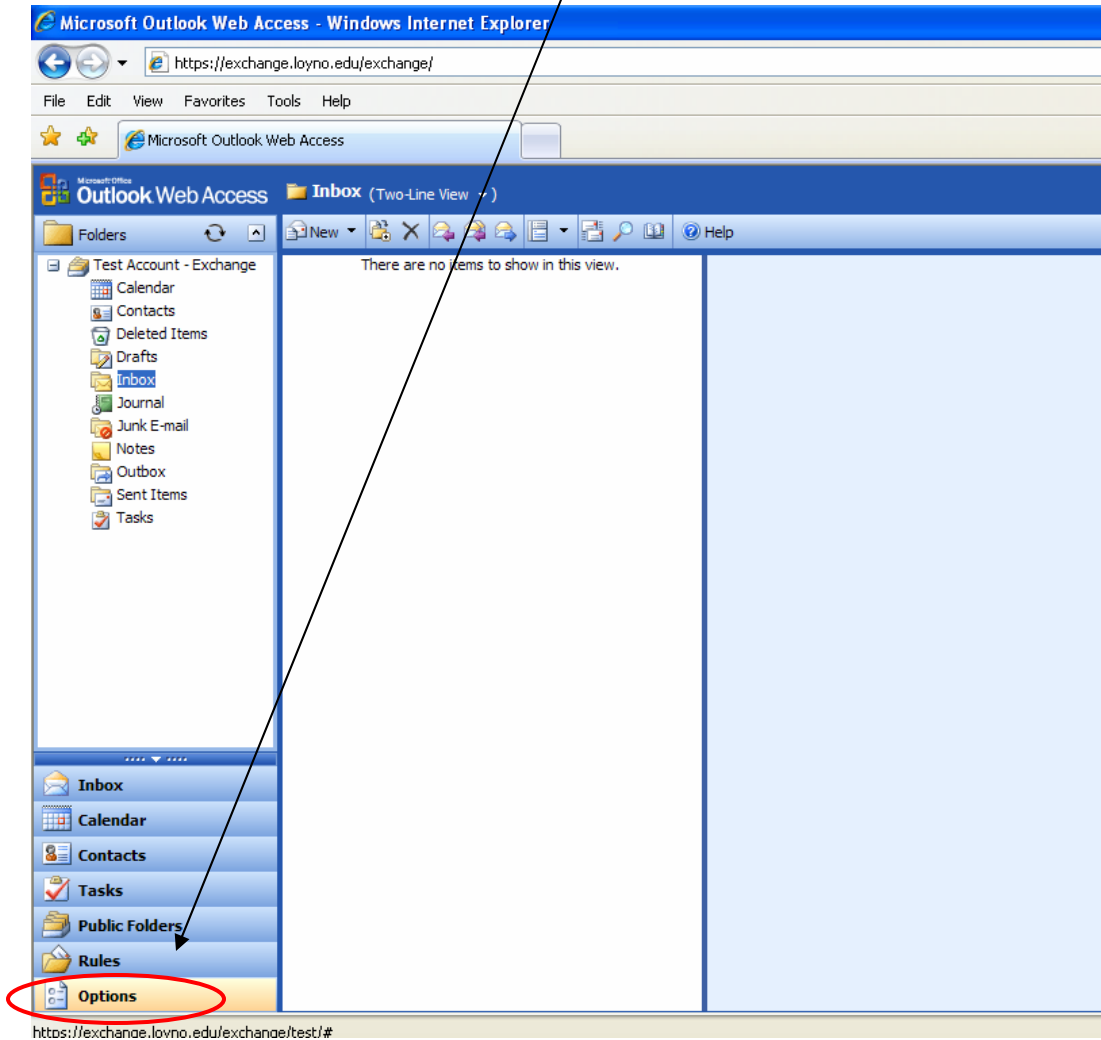


Changing an Exchange Password

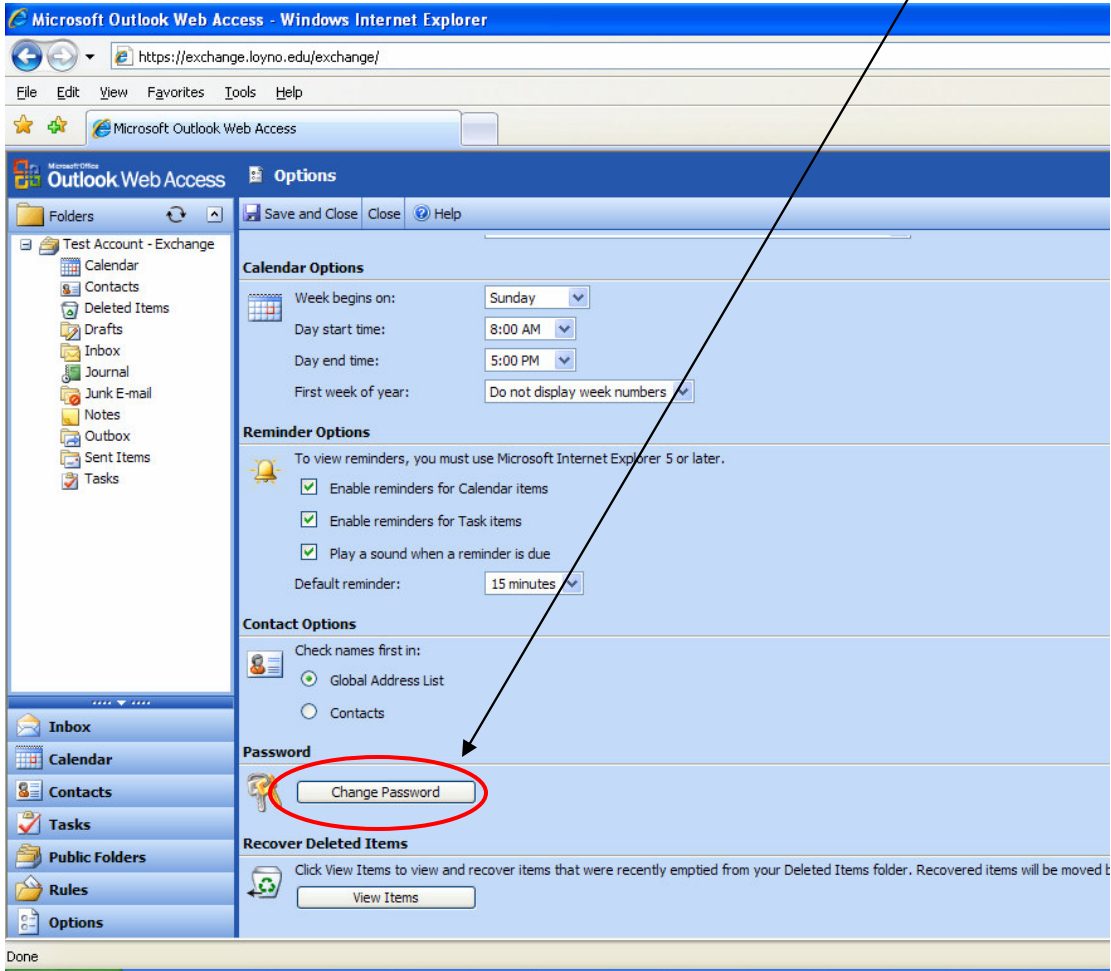
To access the Change Password feature, first log into your Exchange account through OWA (Outlook Web Access) by typing the following web address into your browser:

<https://exchange.loyno.edu/exchange>

Once logged into your account, click the Options button toward the bottom left-corner of the screen:



Scroll down toward the bottom of the Options list and click on the Change Password button:



The IIS Authentication Manager window will display:



Internet Service Manager
for Internet Information Server 6.0

Domain: EXCHANGE

Account:

Old password:

New password:

Confirm new password:

OK Cancel Reset

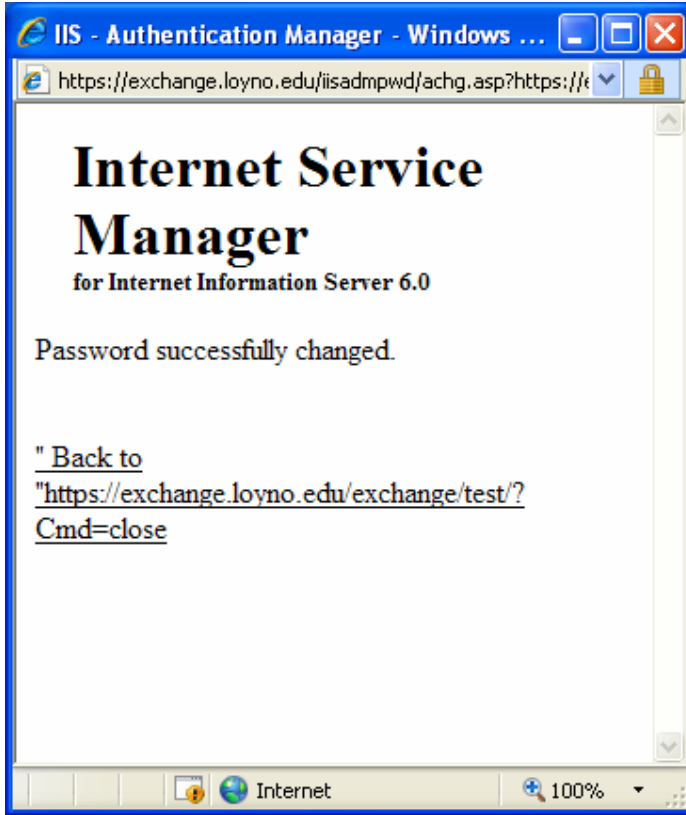
Enter EXCHANGE into the Domain field.

Enter your email account name into the Account field. (example: “test” and not test@loyno.edu)

Enter your old and new passwords into the appropriate boxes. Passwords must meet the following criteria to be accepted:

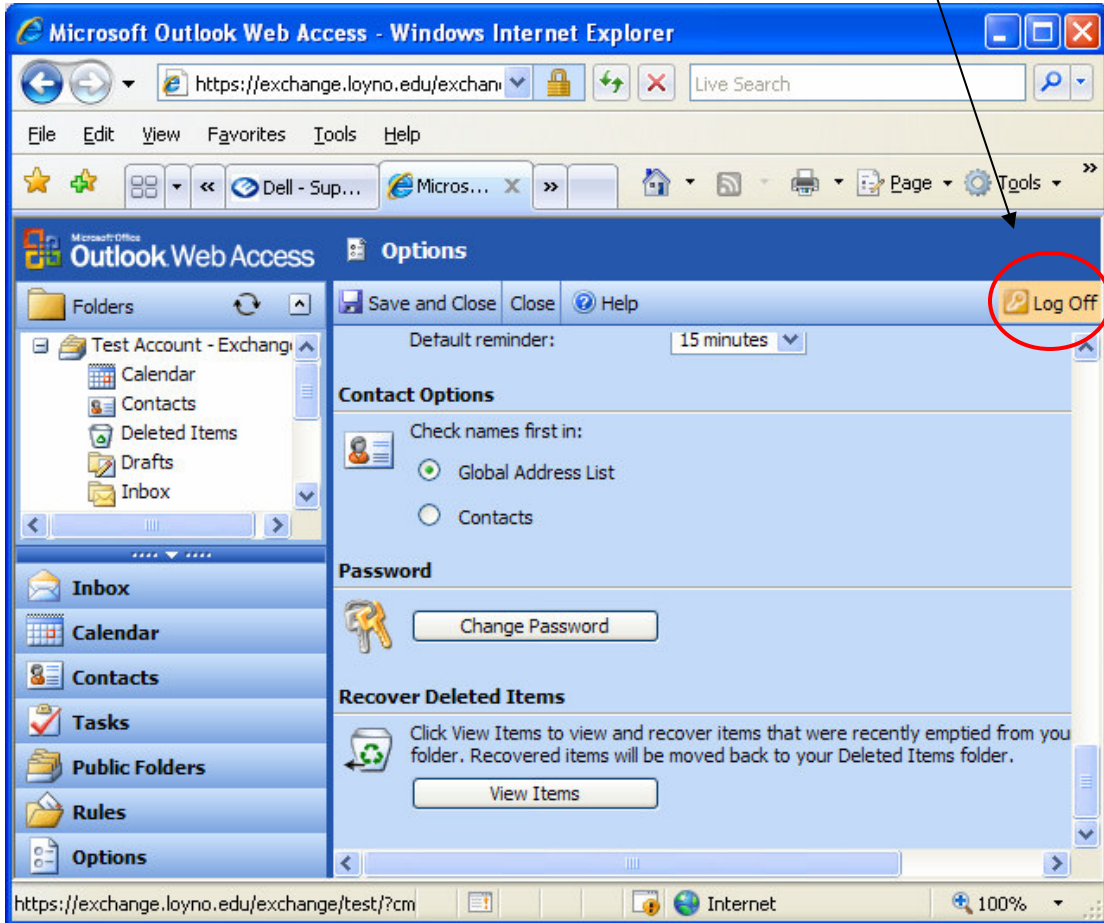
- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be at least seven characters in length
- Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example; !, \$, #, %)

When you click OK, the following message should appear:



Click the “Back to” link to return to the Options screen.

When you are through working in Outlook Web Access, click the Log Off button and close your browser window.



Troubleshooting the Change Password feature:

When changing your password, you may receive the following message:



This message usually indicates your password has not met the Exchange password requirements. Exchange passwords must meet the following criteria:

- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be at least seven characters in length
- Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)