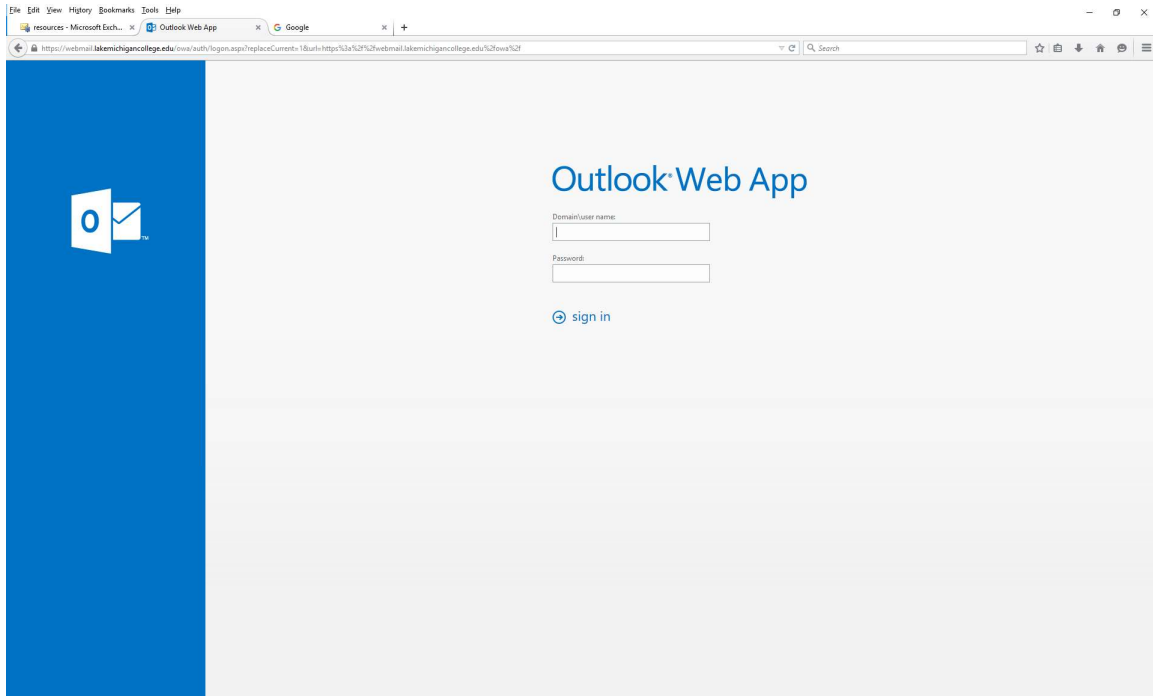
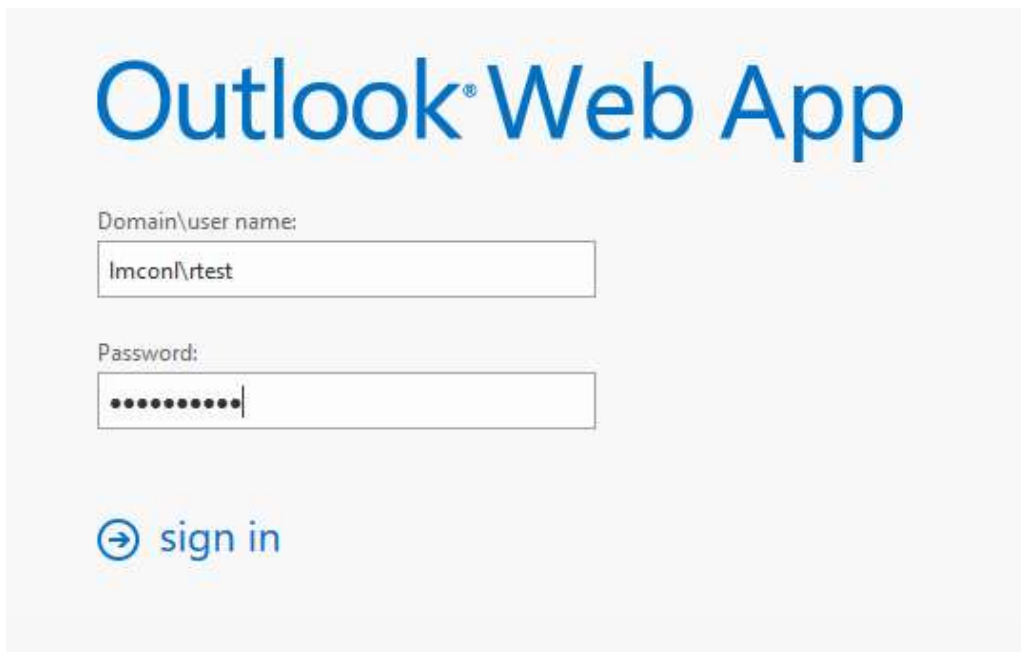


Login Overview

When you log into the Web access, you will receive the following log-on window:

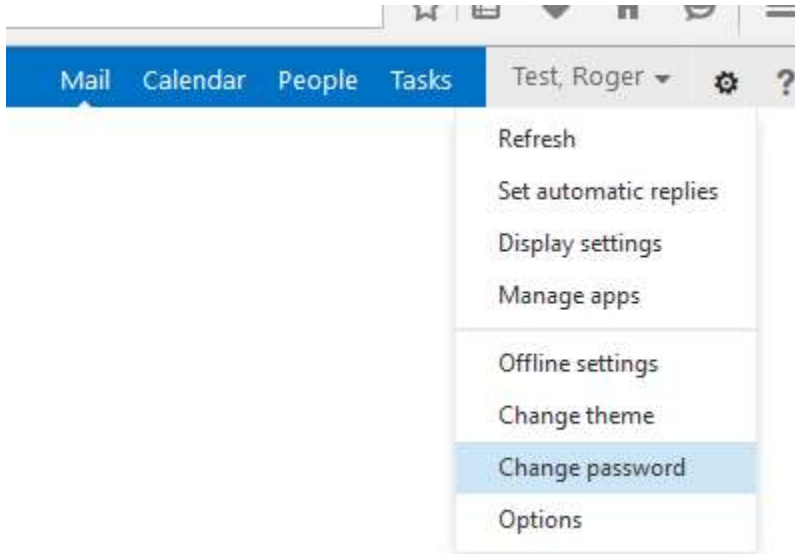


To Log on, you must enter your user name, preceded by lmconl\, so if your user name is rtest, enter lmconl\rtest.

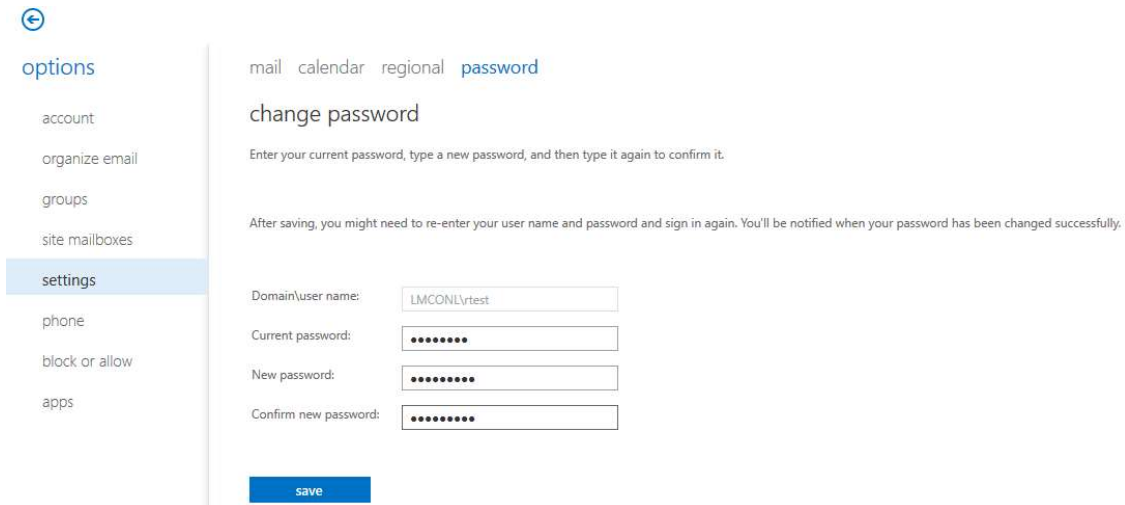


How to change your password using Outlook Web Access

Once you have logged onto the Outlook Web Access, you can change your password by clicking on the option icon (looks like a gear), which can be found on the right hand side, close to the top of the page. A menu will appear, click on Change password.



When the change password page comes up, first enter your old password, and then put in your new password twice.

A screenshot of the 'change password' page in Outlook Web Access. On the left side, there is a navigation pane with a blue header 'options' and a list of menu items: 'account', 'organize email', 'groups', 'site mailboxes', 'settings' (highlighted in blue), 'phone', 'block or allow', and 'apps'. The main content area has a breadcrumb trail 'mail calendar regional password' and the title 'change password'. Below the title, there is a prompt: 'Enter your current password, type a new password, and then type it again to confirm it.' A note below that says: '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.' The form contains four input fields: 'Domain\user name:' with the value 'LMCONL\rttest', 'Current password:', 'New password:', and 'Confirm new password:'. All password fields are masked with dots. At the bottom of the form is a blue 'save' button.

If you are having problems accessing your e-mail or changing your password, please call the IT Helpdesk at 269-927-8189.