

Changing Your Email Password

We strongly recommend that you initially and periodically change your email password to maintain the security of your account. Please follow the instructions below to do so.

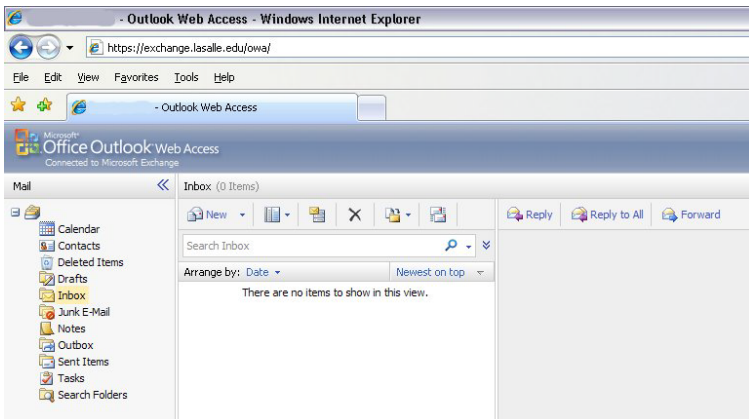
1. Using Internet Explorer, login to the mylasalle portal by visiting <http://my.lasalle.edu> and open your OWA email via the link in the top right corner of the portal
 - a. You may also access OWA directly by visiting <https://exchange.lasalle.edu>
2. You will be presented with the OWA login screen, which will appear as:



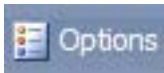
3. Your credentials are as follows:
 - a. Username is in the format of: `email\username` where *username* is your current University username. For example, `email\smithj1`
 - b. Password is in the format of: `MMDDYY.abc` where `MMDDYY` is your birthday, and `abc` is the first three letters of your username.

Changing Your Email Password

4. You will now see your Inbox, which will be similar to the image below.



5. On the top-right corner of your OWA screen, click on Options.



6. On the next screen, choose Change Password from the left-side column.



7. On the right side of the screen you will see the Change Password menu. It will look similar to the image below. "Old Password" will be the password you entered in step 3-b. For your new password, it must follow this secure scheme:
1. At least seven characters
 2. Include three of the following items:
 - a. An upper case letter (AFGKG)
 - b. A lower case letter (afgkg)
 - c. A numeral (123456)
 - d. A special character (!@#\$%^&<{?')

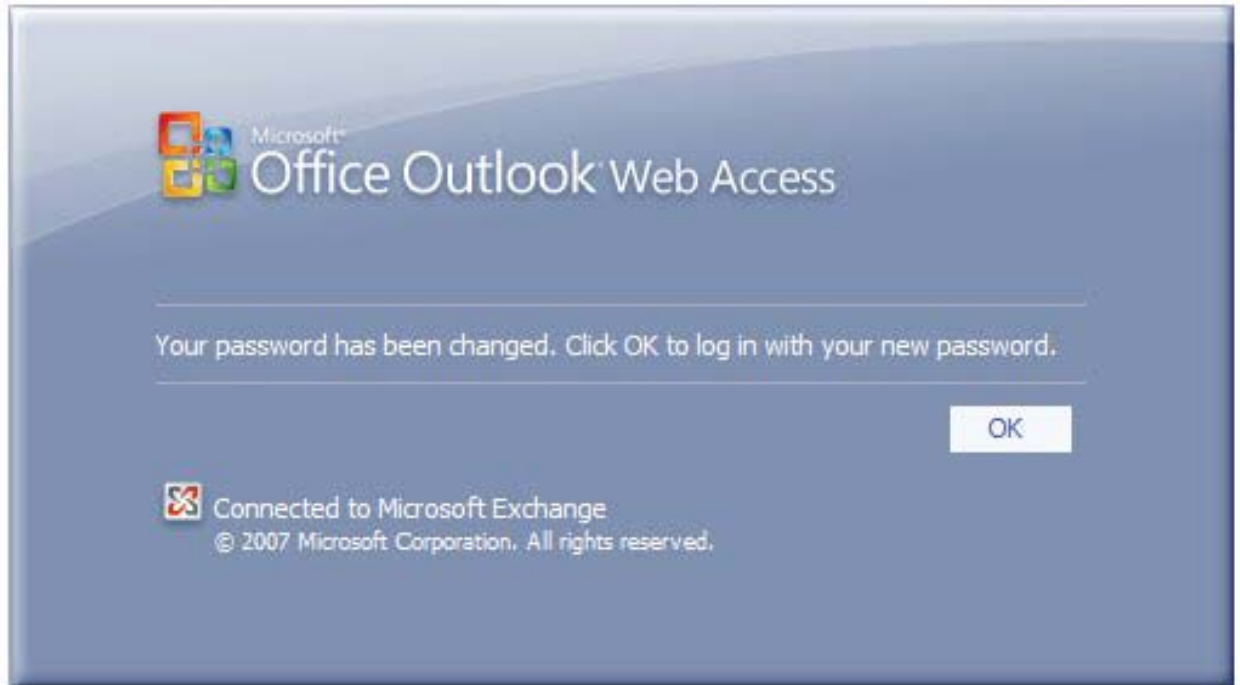
A screenshot of the "Change Password" form in Outlook Web Access. At the top left, there is a "Save" button. Below it is a key icon and the heading "Change Password". The instructions state: "Enter your existing password, type a new password, and then type it again to confirm it." and "After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook Web Access after your password has been changed successfully." The form includes a "Domain\user name:" field with "EMAIL\" entered, and three password input fields labeled "Old Password:", "New Password:", and "Confirm New Password:".

Changing Your Email Password

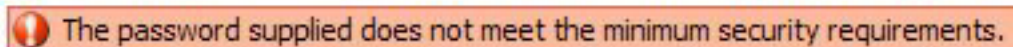
8. After you enter your old password and type your new password in both fields, click the Save button.



9. If you are successful in changing your password, you will see the following message:



If you are unsuccessful in changing your password, you will see the following message:



In the event of an unsuccessful password change, please confirm that your password meets the requirements stated in step 10.

The password you just created is used for accessing your email through both OWA and the Outlook client. Your username is always the same for both methods of accessing email.