CHANGING YOUR E-MAIL PASSWORD VIA THE WEB

Your e-mail password is the same as the password used to logon to your PC (if you are part of the network’s domain). If you are using the Web to access e-mail, change your password by performing the following:

- At the Microsoft Outlook Web Access log in window, click on the **Change Password** button:

The following screen displays:

Fill in the following information:

- **Domain**: Defaults to **Chaffey.edu**
- **User Name**: Type your e-mail account name, i.e., **Becky.Paula**
- **Old password**: Type in your current (old) password.
• New password: Type in a new password following District standards (must be at least six (6) characters).

• Confirm new password: Retype the new password.

• Click OK when finished.

When the change is complete a message will display:

```
Internet Service Manager
for Internet Information Server 6.0

Password successfully changed.
```

* Back to "http://mail.chaffey.edu/exchange"

• Click on the “Back to http://mail.chaffey.edu/exchange” link to return to the log in screen.

The following screen displays:

```
Connect to mail.chaffey.edu

Connecting to mail.chaffey.edu

User name: becky.paula@chaffey.edu
Password: ********

[ ] Remember my password

[OK] [Cancel]
```

• Type in your User Name, i.e., Becky.Paula@chaffey.edu

• Type in the new password.

• Click OK when finished.