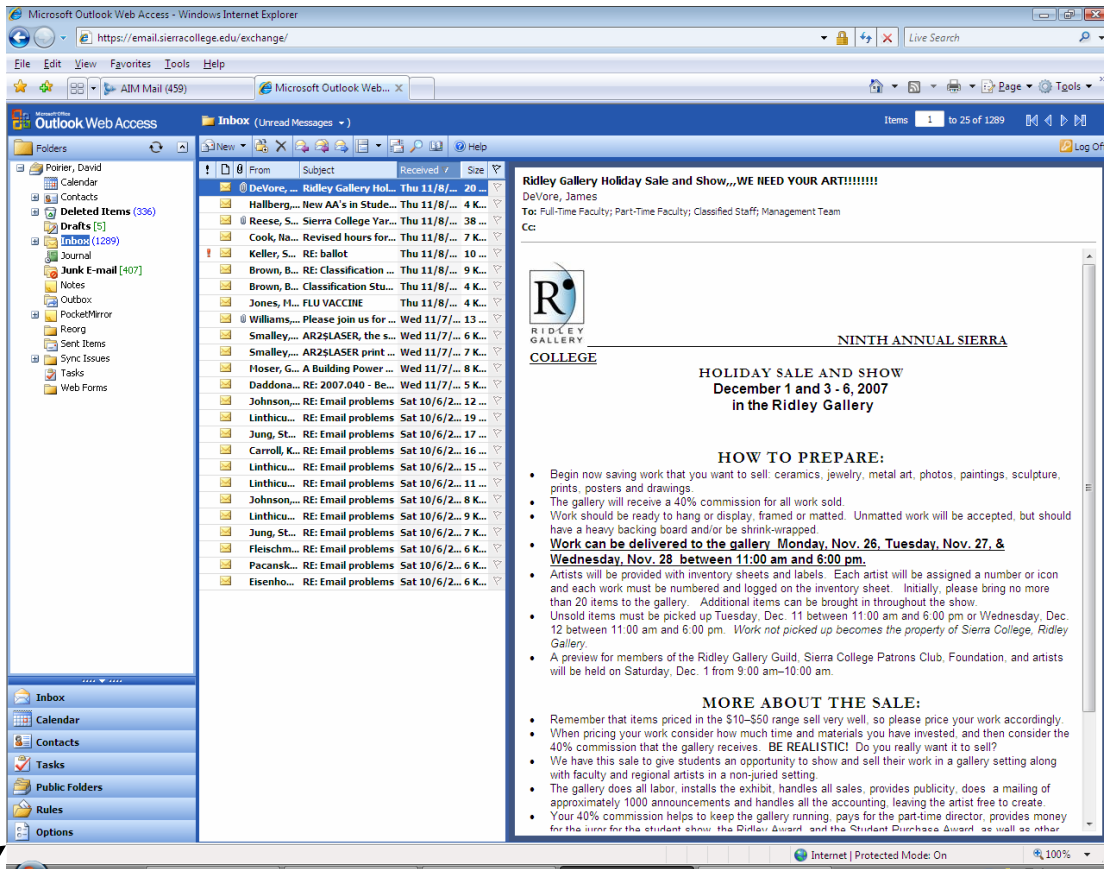
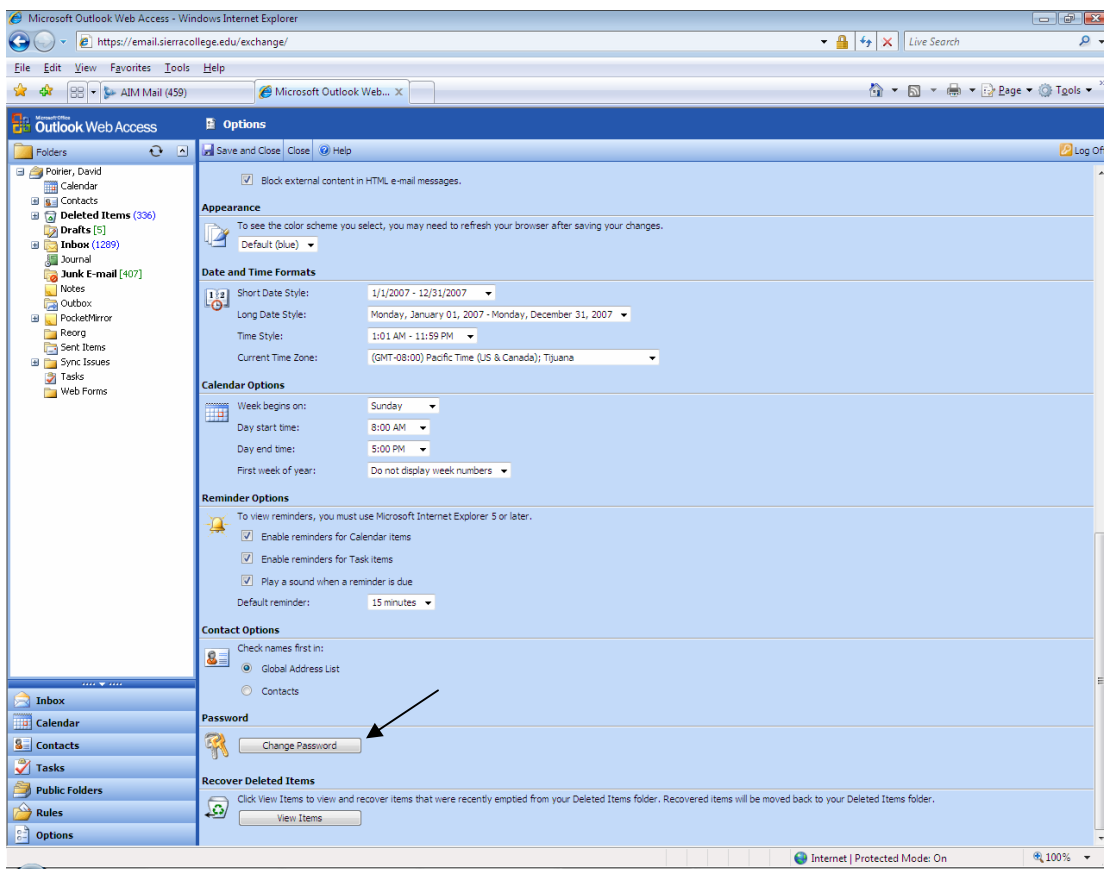


Password Change in Web Outlook

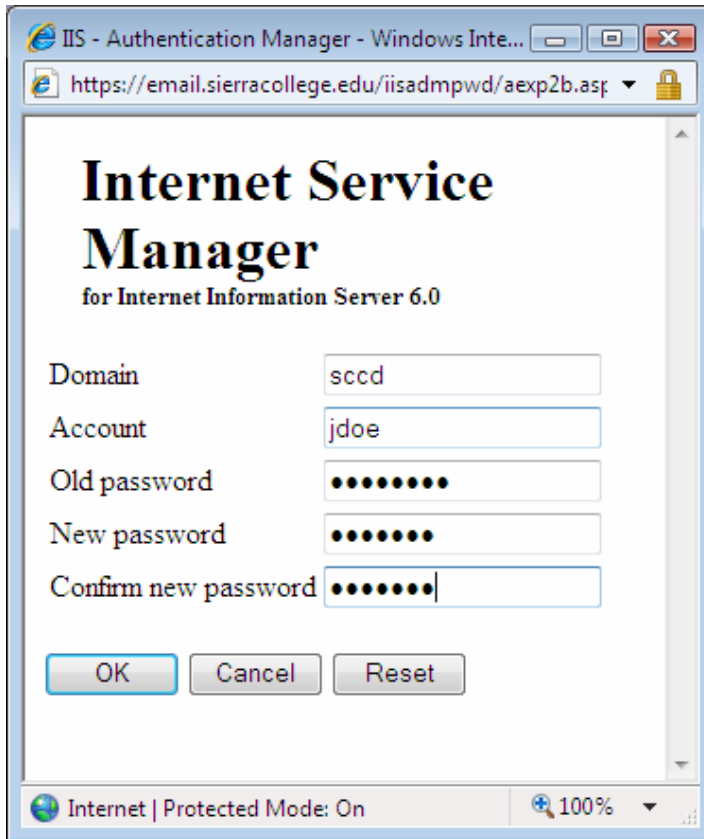
Click on “Options” in the bottom right hand corner of the Outlook Web window.



Scroll down until you see the “Change Password” button then click on it.

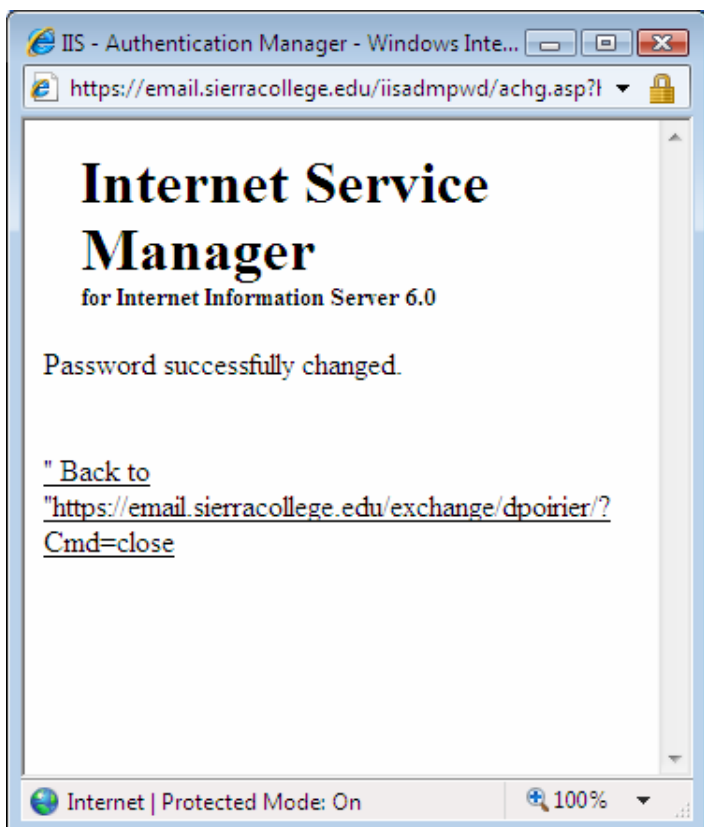


Type in “sccd” in the “Domain field, and type in your user account name for “Account” field (first initial of your first name and then your last name). Type in your “Old password” then type in your “New password” and “Confirm new password” fields.



The screenshot shows a web browser window titled "IIS - Authentication Manager - Windows Inte...". The address bar contains the URL "https://email.sierracollege.edu/iisadmpwd/aexp2b.asp". The main content area displays the "Internet Service Manager for Internet Information Server 6.0" interface. It features a form with the following fields: "Domain" (containing "sccd"), "Account" (containing "jdoe"), "Old password" (masked with dots), "New password" (masked with dots), and "Confirm new password" (masked with dots). Below the form are three buttons: "OK", "Cancel", and "Reset". The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "100%".

If done correctly you'll get this message.



The screenshot shows the same web browser window, but the address bar now contains "https://email.sierracollege.edu/iisadmpwd/achg.asp?". The main content area displays the "Internet Service Manager for Internet Information Server 6.0" interface. The form fields are no longer visible. Instead, the message "Password successfully changed." is displayed. Below the message, there is a link: "[Back to https://email.sierracollege.edu/exchange/dpoirier/?Cmd=close](\"https://email.sierracollege.edu/exchange/dpoirier/?Cmd=close\")". The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "100%".