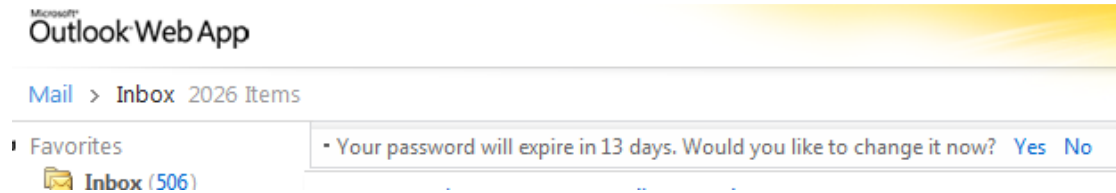


## How can Outlook WebApp help me manage my email and network password?

<http://mail.southernwv.edu>

If you login to Outlook WebApp and see this message above your inbox items, then you have the opportunity to change your password in advance of expiration.

If you do not wish to change your password at this time, simply ignore the message or click “No” and the message will disappear.



If you choose “Yes”, you will be prompted to enter both your old/current password and new password.

Enter the old and new passwords, then click on “Save” in the lower right corner.

*Remember, this password is also the password you use to login to your computer on campus. Your email and network password are the same.*

### Change Password

Enter your current password, type a new password, and then type it again to confirm it.

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.

Domain\user name:	SWVCC\susana
Current password:	<input type="password"/>
New password:	<input type="password"/>
Confirm new password:	<input type="password"/>

 Save

After you change your password here, DON'T FORGET to change it on any mobile devices, such as an iPad or SmartPhone, as well so that you will continue to get email and calendar updates!

<http://mail.southernwv.edu>