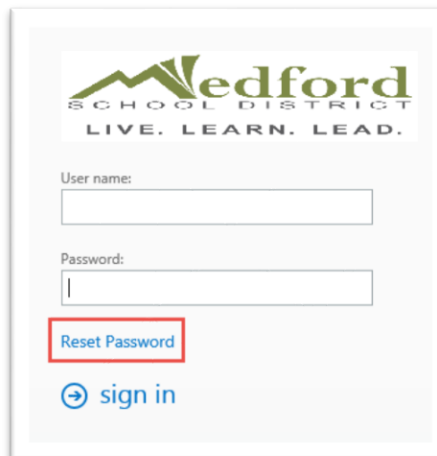


## Changing Network Password in Outlook Web App (OWA)

1. Launch your Internet browser.
2. Go to Medford School District's website: <http://www.medford.k12.or.us>
3. Click the *Staff* link.
4. Click the [Employee Web E-Mail](#) link.



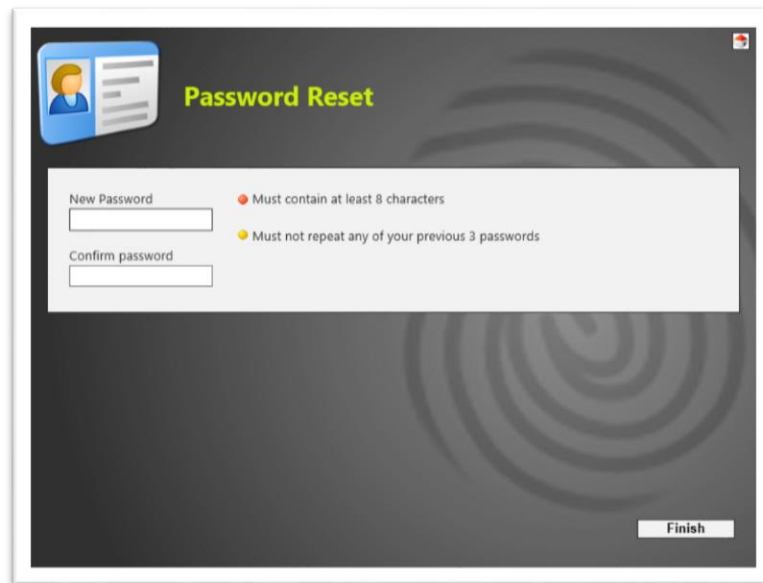
5. In OWA click the Reset Password link.

The image shows the Medford School District login page. It features the Medford School District logo and the tagline 'LIVE. LEARN. LEAD.'. Below the logo are two input fields: 'User name:' and 'Password:'. A 'Reset Password' link is highlighted with a red box. At the bottom, there is a 'sign in' button with a blue arrow icon.

6. The Password Reset window will open.
7. Enter your User name: firstname.lastname
8. Click Next.

The image shows the Password Reset window. It has a title bar with a user icon and the text 'Password Reset'. Below the title bar, there is a message: 'Welcome to the Password Reset service. This wizard will help you to reset a forgotten password or unlock a locked out user account. Enter your user name in the box below. Then click Next to continue.' There are two input fields: 'User name' with the text 'firstname.lastname' and a clear button (X), and 'Select language' with a dropdown menu showing 'English (United States)'. At the bottom right, there is a 'Next' button highlighted with a red box.

10. Answer your three security questions.
11. Type your New Password.
12. Confirm your password by retyping it.
13. Click Finish.



The screenshot shows a 'Password Reset' interface. At the top left, there is a blue icon of a person's head and shoulders next to a document icon. To the right of this icon, the text 'Password Reset' is displayed in a yellow-green font. Below this, there is a light gray rectangular area containing two input fields. The first field is labeled 'New Password' and has a red dot next to it with the text 'Must contain at least 8 characters'. The second field is labeled 'Confirm password' and has a yellow dot next to it with the text 'Must not repeat any of your previous 3 passwords'. At the bottom right of the form area, there is a button labeled 'Finish'.