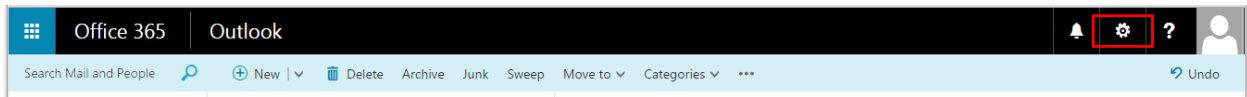


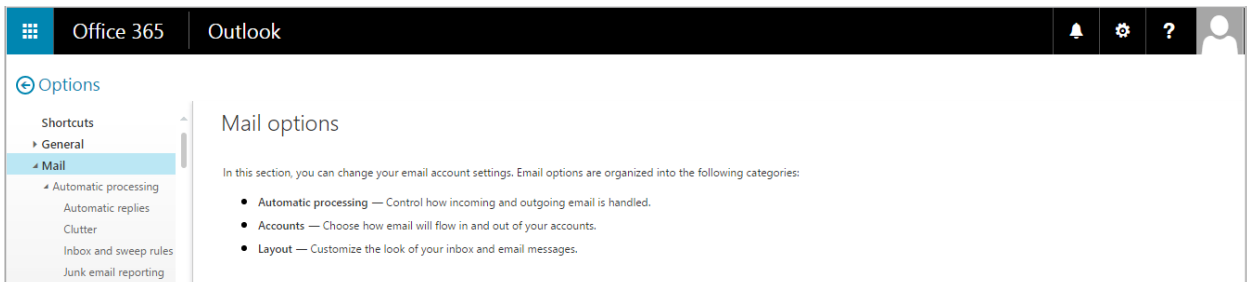
Changing your password

To change your password, proceed as follows.

1. Goto: www.cowtx.org/mail and log in.
2. Ensure you are signed in to your Outlook on the web account, with the web **Mail** app selected (use the **App Launcher** if necessary, to select this app).
3. At the top right hand corner of the page, click the **Settings** icon and, from the subsequent menu options, click **Options**.

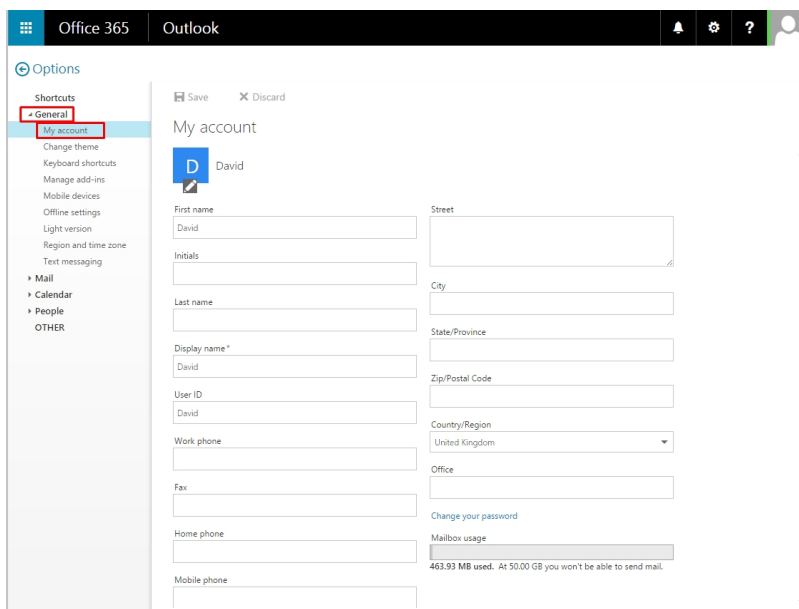


The **Mail options** page opens.



3. On the left hand menu pane, click, **General > My account**.

Your **My account** page opens.



4. At the bottom right hand corner of the page, click, **Change your password**.

The **change password** page opens.

Office 365

change password

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers and symbols.

User ID
david@mycompany.net

Old password

Create new password

Password strength

Confirm new password

submit cancel

5. Complete entries on this page as follows:
- Old password** – Enter your old password.
 - Create new password** – Enter your new password. Passwords must contain between 8 to 16 characters, and should not include common words or names. Combine uppercase letters, lowercase letters, numbers and symbols.
 - Confirm new password** – Re-enter your new password.
6. Click **submit**.

Your password is changed.

Note:

If you also connect to your account from a phone or a tablet, you also need to update the password in the settings on that device to match your new password. Similarly, you also need to update the password in the settings of any other desktop email application you may be using (for example, Apple Mail, Mozilla Thunderbird, Microsoft Outlook, or Windows Live Mail).