

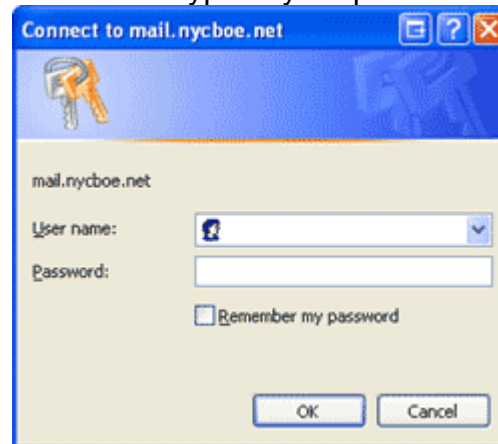
Changing Your Password in OWA

Division of Instructional and Information Technology
Office of E-mail Services

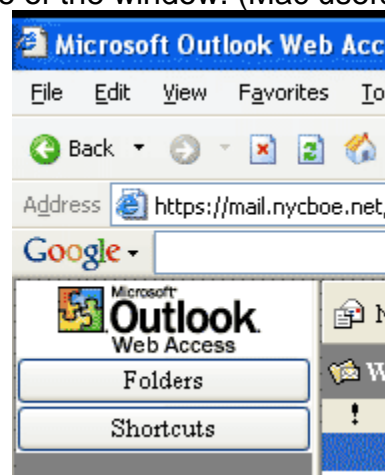


To change your password:

1. Log into your mailbox through Outlook Web Access (OWA) at the URL: <https://mail.nycboe.net> with Microsoft Internet Explorer 6.0 or greater if you are using a Windows PC or Safari if using MacOSX. The following dialog box will appear. In the user name field, type in your domain followed by a back-slash "\" followed by your alias or login name. For example if you are in the central domain and your alias is jsmith you would type in "central\jsmith" as your user name. Type in your password and click OK.



2. Make sure that the Shortcuts list is active and not the Folders list by clicking on the **Shortcuts** button on the left side of the window. (Mac users skip this step)



3. Click on **Options** at the Shortcuts menu.



4. At the next screen, scroll down until you see **Change Password**. Click the Change Password button.



A Note About Passwords

- Passwords are **required** to be at minimum 6 characters long
- Passwords are **required** to be complex
 - A password can contain any of the following 3 character types
 1. Capital letters (**ABCD**)
 2. Lower case letters (**abcd**)
 3. Numbers (**1234**)
 - The NYC Department of Education **REQUIRES** that a complex password contain characters from **all 3** of the character types listed above.
- Passwords appear as asterisks (*) on the screen, to prevent others from seeing the passwords.

At the Internet Service Manager Screen:

- Enter your domain (Central or District)
- Enter your alias/login name
- Enter your old password
- Enter your new password
- Enter your new password again
- Click OK to return to your Inbox



The screenshot shows a Windows-style dialog box titled "IIS - Authentication Manager - Microsoft". The main heading is "Internet Service Manager" with the subtitle "for Internet Information Server 6.0". The dialog contains five input fields: "Domain" with the text "domain", "Account" with the text "alias", "Old password" with seven dots, "New password" with seven dots, and "Confirm new password" with seven dots. At the bottom, there are three buttons: "OK", "Cancel", and "Reset".

If you need technical assistance please contact your Regional Technology Manager (RTM) or contact the DOE Helpdesk at (718) 935-5100 (press 1 for touch tone phone and then press 3 for Outlook support)