

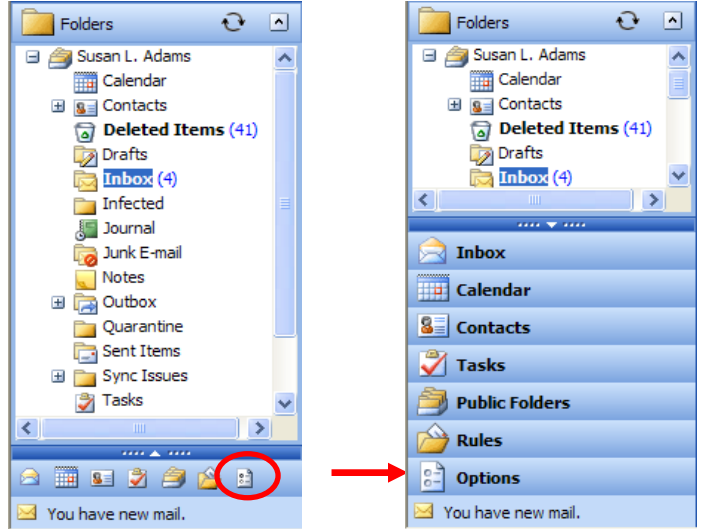
# Mars Hill College

## Outlook-Web Access (OWA)

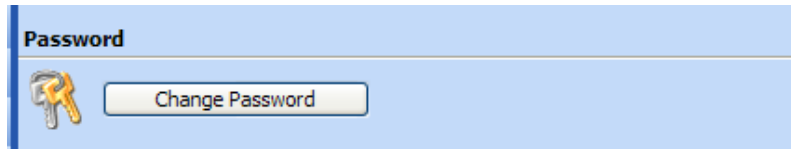
### Change Password

#### To Change your password:

Login to your e-mail through the internet  
Beneath your folders list select Options



Scroll down and select Change Password



You will need to enter the following information:

<b>Domain</b>	MHCDOM
<b>Account</b>	your user name (example: s0120000)
<b>Old Password</b>	enter old password
<b>New Password</b>	(see note)
<b>Confirm New password</b>	reenter your new password



#### **\*Note:** Your new password:

- Must be at least 8 characters in length and include at least three of these categories: lower case letters, upper case letters, numbers, and special characters. Please note that the letters in your password are case-sensitive.
- Cannot repeat any of your previous 10 passwords
- Cannot contain your account or full name
- Your password is valid for a maximum of 90 days
- You must wait a minimum of 7 days to change your password again

#### If You Don't Remember Your Password:

Contact the Helpdesk @ ext 1444