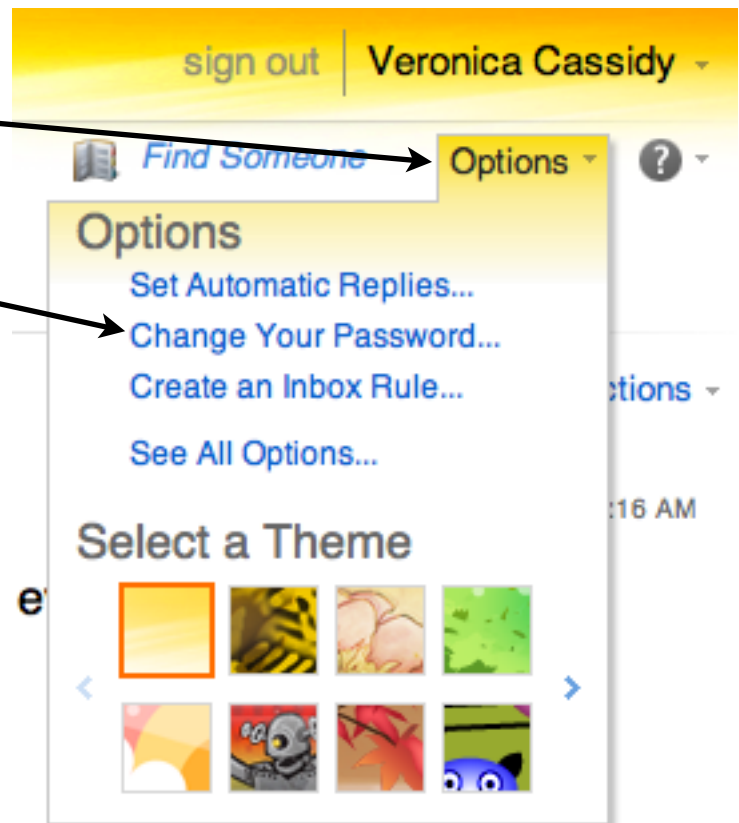


# Changing Email Password (tecumsehlsd.org account)

1. Log into Outlook Web Access through MVECA's web site
2. Once logged in go to the top right side of the window and click on "Options"
3. Then click on "Change Your Password"



## 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: DSL\tl\_vcassid

Current password:

New password:

Confirm new password:

✓ Save

1. In *Current Password* type your current password
2. In *New Password* type in a new password that you have not used
3. In *Confirm New Password* type your new password again to confirm the spelling
4. Click "Save"