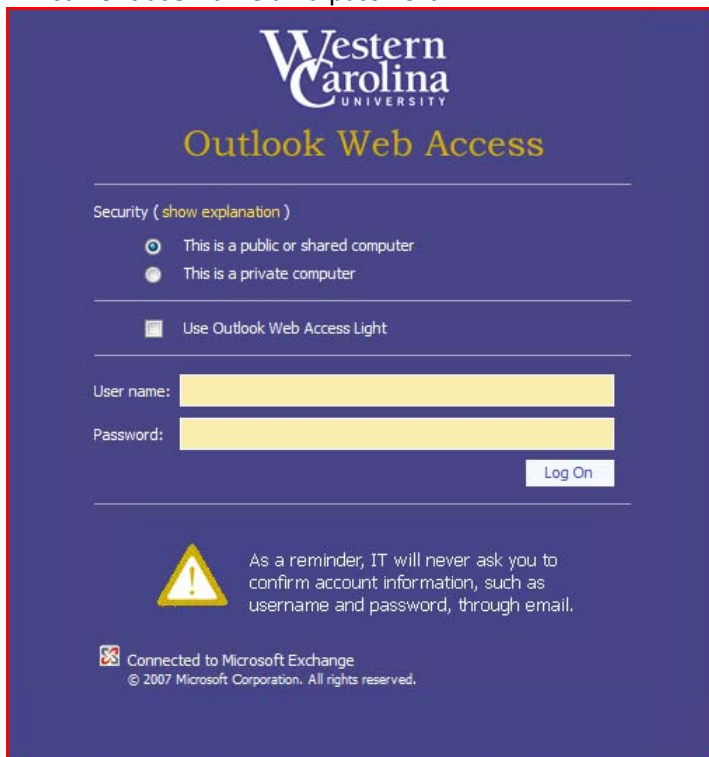


## Macintosh Password Change

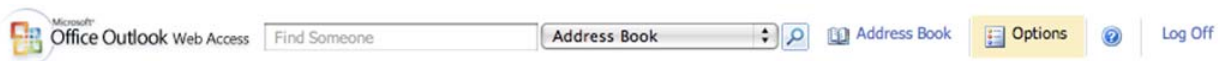
- OSX will alert you when your password is close to expiration.



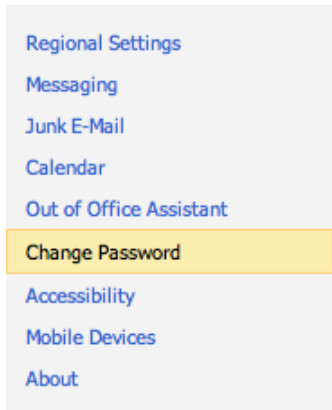
- Open a web browser such as: Safari or Firefox and go to <http://email.wcu.edu> and logon with your current username and password:

A screenshot of the Western Carolina University Outlook Web Access login page. The page has a dark blue background with the Western Carolina University logo at the top. Below the logo is the text "Outlook Web Access". Underneath is a "Security (show explanation)" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Below that is a checkbox for "Use Outlook Web Access Light". There are two yellow input fields for "User name:" and "Password:". A "Log On" button is to the right of the password field. At the bottom, there is a yellow warning triangle icon with an exclamation mark, followed by the text: "As a reminder, IT will never ask you to confirm account information, such as username and password, through email." At the very bottom, it says "Connected to Microsoft Exchange" and "© 2007 Microsoft Corporation. All rights reserved."


- After you logon, click the options button in the upper right corner of the page.



- Select Change Password on the left side of the screen.



- Enter your current Password in the “Old Password:” field followed by the new Password and a confirmation.

 **Change Password**

Enter your existing password, type a new password, and then type it again to confirm it.

After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook Web Access after your password has been changed successfully.

Domain\user name: WCU\bbard

Old Password:

New Password:

Confirm New Password:

- After you have enter your new password click the Save button at the top of the page.



- You will see the following screen as a confirmation that your Password was successfully changed.

