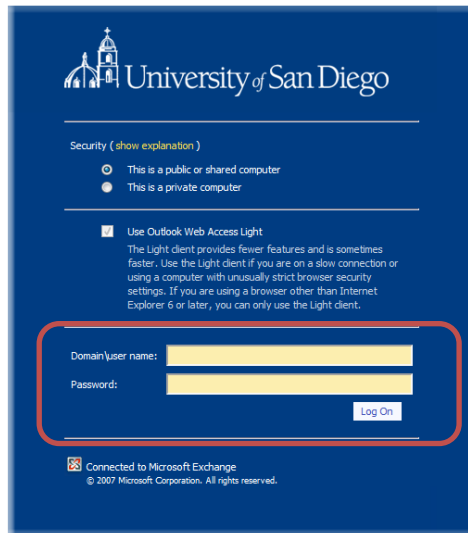


Using Internet Explorer go to <http://exchange.sandiego.edu>

Log In with the user name and password provided.

Your user name is your email address without the “@sandiego.edu”
(Ex. exchange@sandiego.edu – exchange is the user name)

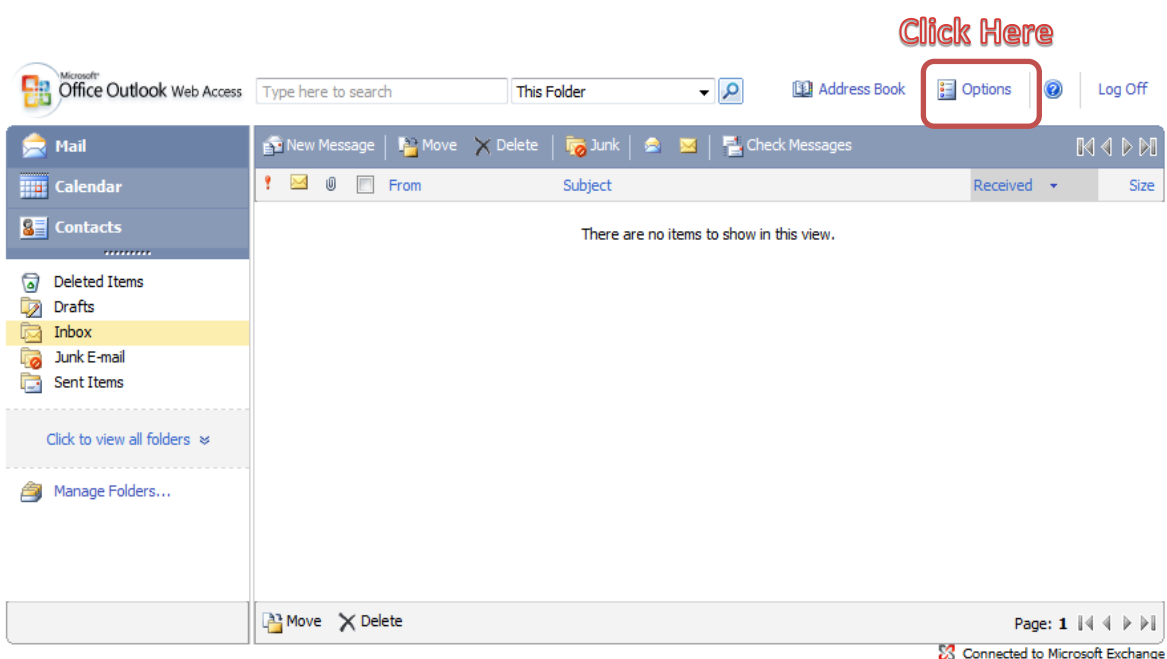
(If you do not know your password, Help Desk can reset this for you. Call 619-260-7900)



The image shows the login page for the University of San Diego's Outlook Web Access. At the top, there is the University of San Diego logo and name. Below that, there is a 'Security' section with two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. Underneath, there is a checkbox for 'Use Outlook Web Access Light' which is checked. A paragraph of text explains the Light client. At the bottom, there are two input fields: 'Domain\user name:' and 'Password:'. A 'Log On' button is located to the right of the password field. The entire login area is enclosed in a red rounded rectangle.

Enter information

Now click on **Options** in the upper right hand corner.



The image is a screenshot of the Microsoft Office Outlook Web Access interface. The top navigation bar includes the Microsoft logo, 'Office Outlook Web Access', a search box, a folder dropdown menu set to 'This Folder', an 'Address Book' icon, an 'Options' icon (highlighted with a red box and the text 'Click Here'), and a 'Log Off' link. Below the navigation bar is a ribbon with 'New Message', 'Move', 'Delete', 'Junk', and 'Check Messages' buttons. The main content area shows a table with columns for 'From', 'Subject', 'Received', and 'Size'. The table is currently empty, with the text 'There are no items to show in this view.' displayed. On the left side, there is a sidebar with navigation links for 'Mail', 'Calendar', 'Contacts', 'Deleted Items', 'Drafts', 'Inbox' (highlighted), 'Junk E-mail', and 'Sent Items'. At the bottom, there are 'Move' and 'Delete' buttons, a 'Page: 1' indicator, and a 'Connected to Microsoft Exchange' status.

Click on **Change Password** on the left hand side and follow the directions on the screen to change your password. Your password must be at least 8 characters, include a letter and number, and have at least one special character (ie. !, #, \$). Remember to hit the **Save** button at the top left of the frame.

Microsoft Office Outlook Web Access Find Someone Address Book Address Book Options Log Off

Save Click save when finished

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: Your User name will be displayed here.

Old Password:

New Password:

Confirm New Password:

After you've changed your password, it will ask you to log in again. Log in with the new information and your Exchange password change will be complete.

For more information on the functionality of Outlook Web Access:

[Http://www.sandiego.edu/its/exchange/tutorials.php](http://www.sandiego.edu/its/exchange/tutorials.php)