

HOW TO CHANGE YOUR FACULTY/STAFF PASSWORD THROUGH MICROSOFT OUTLOOK WEB APP (OWA)

Log on to the UAM's home page: www.uamont.edu



Click on the **Faculty/Staff Email** Icon under Campus Tools

Microsoft
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

Domain\user name:

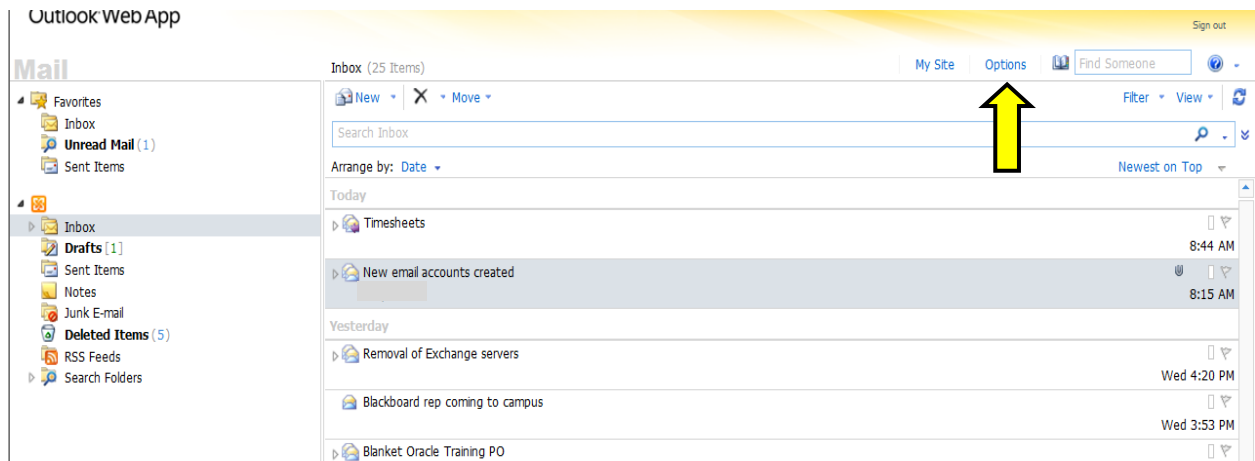
Password:

Connected to Microsoft Exchange
© 2009 Microsoft Corporation. All rights reserved.

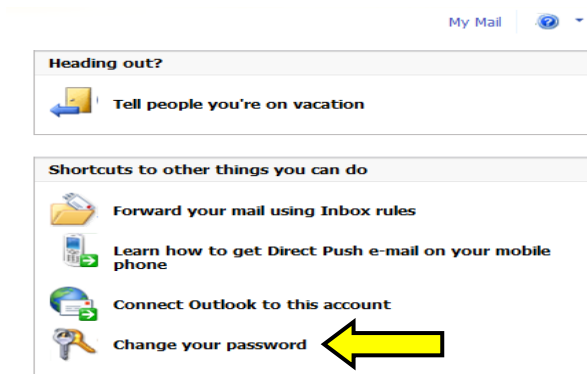
Enter your UAM username in the following format: **UAMONT\USERNAME**

Enter your UAM email password in the space provided.

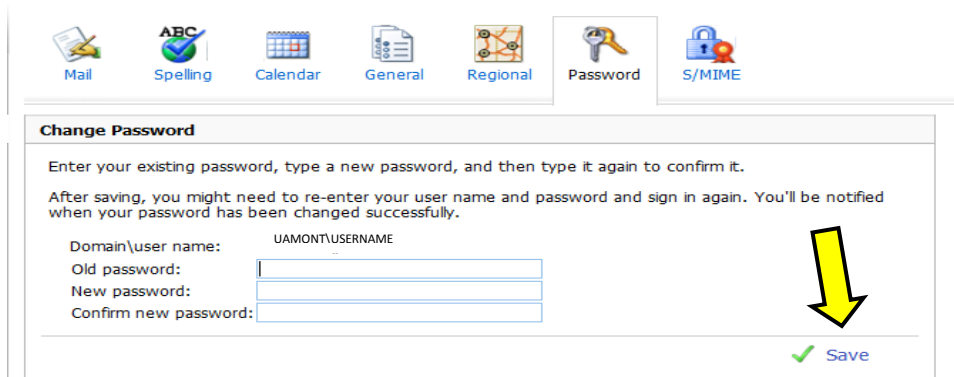
Click **Sign In**



Click **Options** (top right section of your email page)



Click **Change your password** (look toward the right side of the page and toward the bottom of the list)



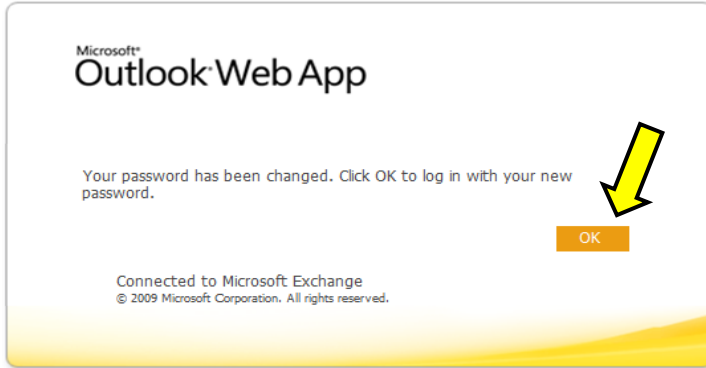
Enter your **Old password** in the space provided.

Enter your **New password** in the space provided.

Enter your **New password** again to confirm in the space provided.

Click **Save**

**Creating passwords can be found by the following steps: Log on to UAM's home page, Click the WeeviiNet link, Click IT Home link, and then Click Passwords link*



Your password has been changed.

Click **OK**

It will bring you back to the Microsoft Outlook Web App login page for you to login to your UAM email with your new password.

The new password will now be your new password for your WeevilNet account(s) also.

Questions, call the IT Call Center at 870-460-1820.