

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## CHANGING YOUR SASD NETWORK PASSWORD REMOTELY

### Purpose

If you need or want to change your SASD Network Password but you are traveling or not in the building, you can change it remotely via the Web Mail. The following document will walk you through the process.

### When should you change your password?

You should change your password immediately if someone else knows your password OR if you have had the same password for a long time.

This procedure only changes the password to log on to the SASD Network which is the same password to access your email via the web browser (see the following example)

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

User name:

Password:

Connected to Microsoft Exchange  
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Rick Rava 08-09-11 14:25:22

**Figure 1- Logon to SASD Network**

# How Do I Change My Password?

Log into your Outlook Web Email

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

User name:

Password:

Connected to Microsoft Exchange  
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This will bring you to the following sample screen:

Click Here!

Microsoft  
Outlook Web App

Mail > Inbox 8223 Items

August Newsletter: Start the School Year Off with Discovery Education

Discovery Education [Discovery Education]

To: Marnie Streit (Teacher - HS Health and Phys. Ed.)

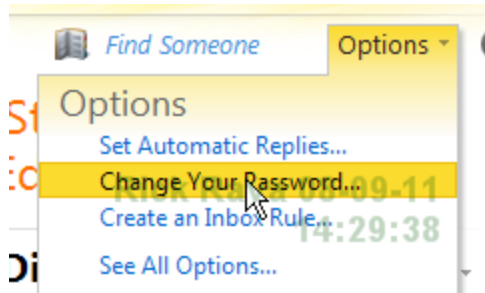
Tuesday, August 09, 2011 11:07 AM

To help protect your privacy, some content in this message has been blocked. If you're sure this message is from a trusted sender and you want to re-enable the blocked features, [click here](#).

To view this email as a web page, go [here](#).

Rick Rava 08-09-11 14:28:05

Once you are in, click the Options icon in the upper right corner



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: SAYRESD\mstreit

Current password:

New password:

Confirm new password:

Rick Rava 08-09-11 14:34:31  Save

Enter your current password

Enter your password

Confirm your new password

Click on Save

Microsoft®  
Outlook® Web App

Your password has been changed. Click OK to sign in with your new password.

OK

Connected to Microsoft Exchange  
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Rick Rava 08-09-11 14:35:40

Click on OK

Log on with your new password – you are now all set

Remember, this will change your network password so when you return to a SASD facility and use a SASD computer, you will log on the SASD Network using this new password.