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)
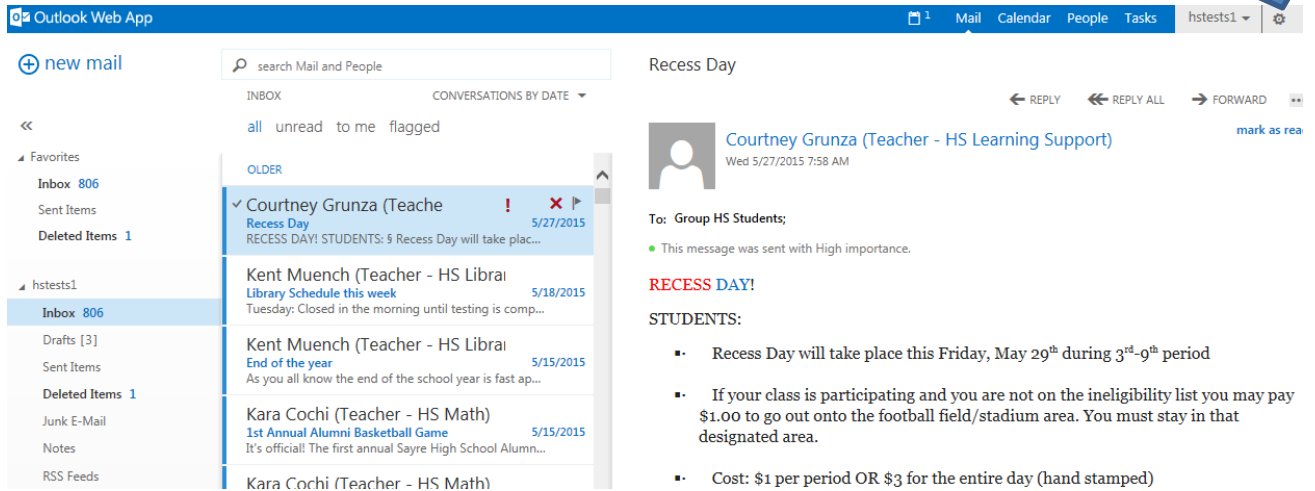

Figure 1- Logon to SASD Network

How Do I Change My Password?
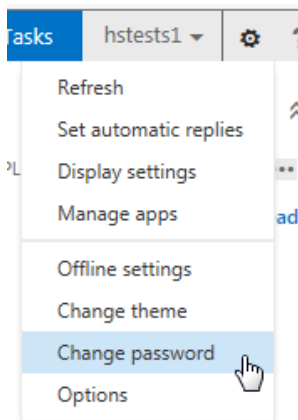
Log into your Outlook Web EMail

This will bring you to the following sample screen:

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.

Domain\user name: SAYRESD\hstests1

Current password: •••••

New password: •••••

Confirm new password: •••••

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

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.==