

# 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)



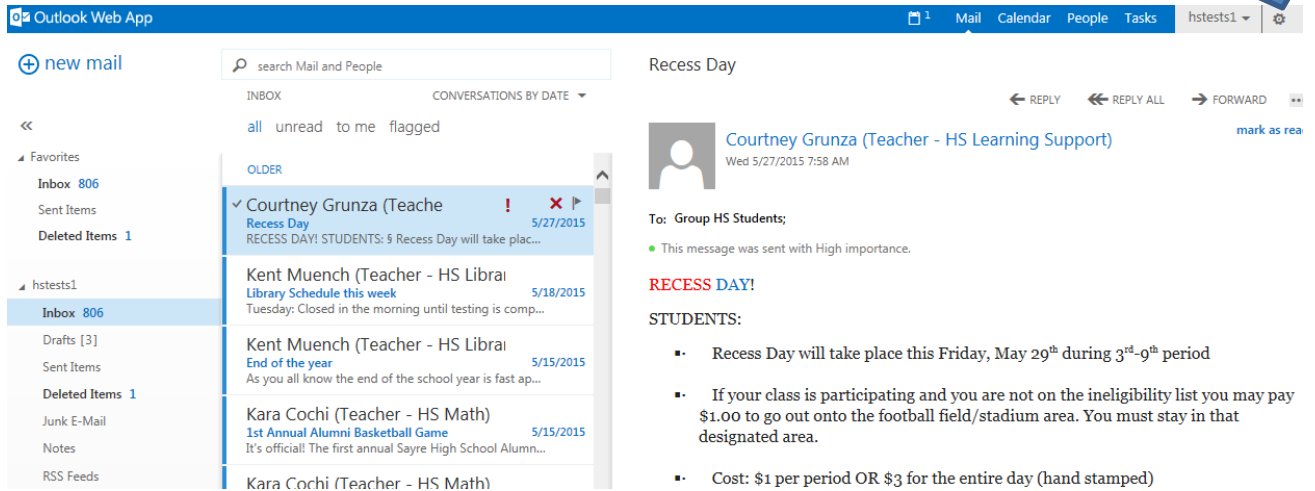
Figure 1- Logon to SASD Network

# How Do I Change My Password?

Log into your Outlook Web Email

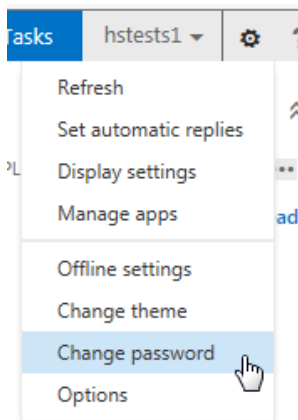
This will bring you to the following sample screen:

Click Here!



The screenshot shows the Outlook Web App interface. The top navigation bar includes 'Mail', 'Calendar', 'People', and 'Tasks'. The left sidebar shows the 'Favorites' section with 'Inbox 806' selected. The main content area displays an email from Courtney Grunza (Teacher - HS Learning Support) dated Wed 5/27/2015 7:58 AM. The email subject is 'Recess Day' and the body text reads: 'RECESS DAY! STUDENTS: 9 Recess Day will take plac...'. Below the email, there are three bullet points: 'Recess Day will take place this Friday, May 29<sup>th</sup> during 3<sup>rd</sup>-9<sup>th</sup> period', 'If your class is participating and you are not on the ineligibility list you may pay \$1.00 to go out onto the football field/stadium area. You must stay in that designated area.', and 'Cost: \$1 per period OR \$3 for the entire day (hand stamped)'.

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



The screenshot shows the 'Options' menu in the Outlook Web App. The menu is open, displaying several options: 'Refresh', 'Set automatic replies', 'Display settings', 'Manage apps', 'Offline settings', 'Change theme', 'Change password', and 'Options'. A mouse cursor is hovering over the 'Change password' option.

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:

Current password:

New password:

Confirm new password:

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.

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.