

Some staff members are required to change their computer/email password every 30 days. Some staff members never have to change their email password because they never come to the headquarters building. In the past you had to be at headquarters in order to change your password, which is no longer the case. Soon ALL staff will be required to change their email password every 30 days. Your email password is used for many other websites which you can read about in the article Username & Password Help on this same website.

Note: The IU typically suspends email password changes over the summer break. This means that the password you have at the end of May is generally good until just after in-service in August.

There are some requirements when it comes to the password. First off the password must be complex. What this means is that you must have upper case letters, lower case letters, and either a number or a symbol (or both if you want to) in your password. Additionally the password must be a minimum of 8 characters long and not one of the last 8 passwords you have used.

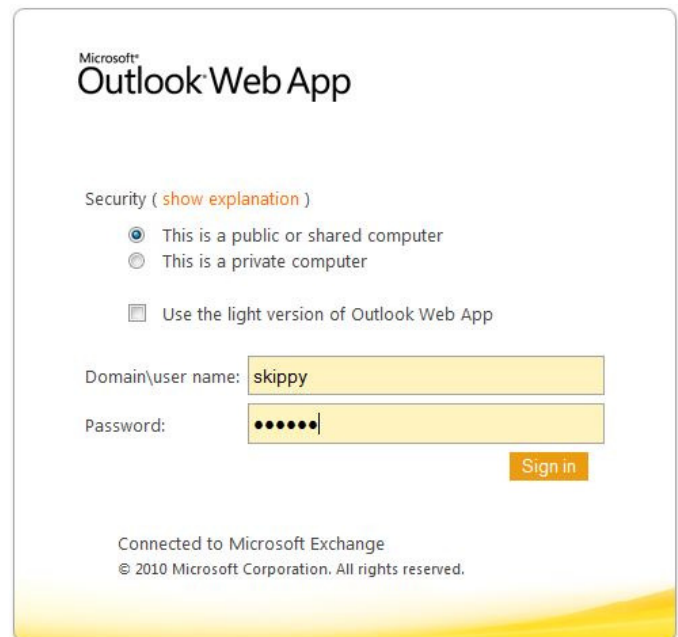
So, to change your email password you first need to logon to your IU6 web based email account, typically known as OWA (Outlook Web Access). There is a shortcut on our website for your convenience.



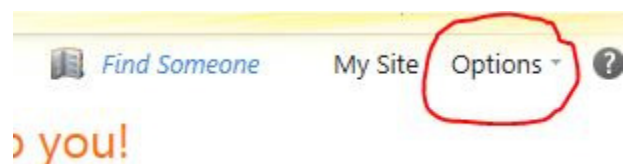
Once you click on the shortcut you will be taken to the OWA logon page

DO NOT to enter your whole email address in the username box. Enter ONLY your username (the part before the @ symbol).

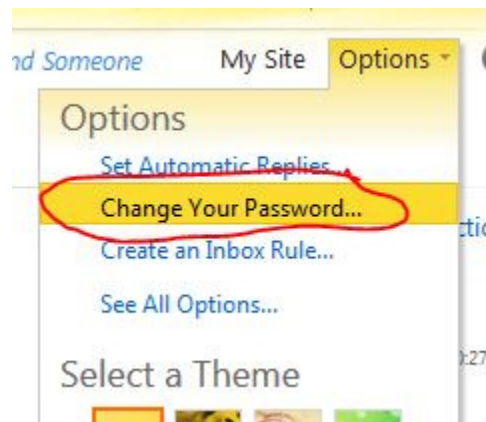
Enter your current password and click the Sign In button.



After your email loads, look in the upper right corner for the *Options* menu. Click on the word *Options* and you will find that it is actually a drop down menu.



Now click on the option *Change Your Password*.



You need to enter your existing password into the *Current Password* box then enter your new password twice, once into the *New Password* box then again into the *Confirm New Password* box. Make sure the 'Caps Lock' is not enabled on the keyboard and type very carefully as you will not be able to see what you are typing. You can then click on the *Save* button in the lower right corner.

## 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: MAIN\skippy  
Current password:   
New password:   
Confirm new password:

 Save

That's it! You have successfully changed your email password.

 It is not necessary to change the entire password, changing a single character will suffice.

Here are some examples of how you can change your password with minor changes so that it is easy to remember. In our example we are going to start with a password of 'Madison13'

Example 1 (moving the upper case letter): Madison13, mAdison13, maDison13, madIson13, madiSon13, etc.

Example 2 (match the number to the current month): Madison13, Madison11 (for November), Madison12 (for December), Madison1 (for January), etc.

Example 3 (Moving the number): Madison13, 13Madison, M13adison, Ma13dison, Mad13ison, etc.