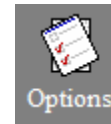


Resetting Email Password Web Outlook PC Version

[1] Choose **Options** from the short cut bar



[2] Scroll down to the bottom of the page

[3] Click on **Change Password**

[4] In the domain box, click and type **saisd**

[5] In the account box, type your email user name. (msmith or ggarcia)

[6] In the Old password box, type your assigned password (birth month and day)

[7] In the new password box, type a new password of choice

[8] In the confirm new password box, retype your new password.

[9] Click Ok to change the password.

A screenshot of the 'Internet Service Manager' dialog box for Internet Information Server 6.0. The window title is 'IIS - Authentication Manager - Microsoft ...'. The main heading is 'Internet Service Manager for Internet Information Server 6.0'. Below the heading are five input fields: 'Domain' (containing 'saisd'), 'Account' (containing '{UserName}'), 'Old password' (filled with dots), 'New password' (filled with dots), and 'Confirm new password' (filled with dots). At the bottom are three buttons: 'OK', 'Cancel', and 'Reset'. Arrows from the numbered instructions point to each of these fields and the 'OK' button.

Resetting Email Password Web Outlook MAC Version

[1] Choose **Options** from the short cut bar



[2] Scroll down to the bottom of the page

[3] Click on **Change Password**

[4] In the domain box, click and type **saisd**

[5] In the account box, type your email user name. (msmith or ggarcia)

[6] In the Old password box, type your assigned password (birth month and day)

[7] In the new password box, type a new password of choice

[8] In the confirm new password box, retype your new password.

[9] Click Ok to change the password.

A screenshot of a web browser window titled "IIS - Authentication Manager". The main heading is "Internet Service Manager for Internet Information Server 6.0". Below the heading are five text input fields: "Domain" (containing "saisd"), "Account" (containing "{UserName}"), "Old password" (containing "*****"), "New password" (containing "*****"), and "Confirm new password" (containing "*****"). The "Confirm new password" field is highlighted with a blue border. At the bottom of the form are three buttons: "OK", "Cancel", and "Reset". Arrows from the numbered instructions on the left point to each of these fields and the "OK" button.