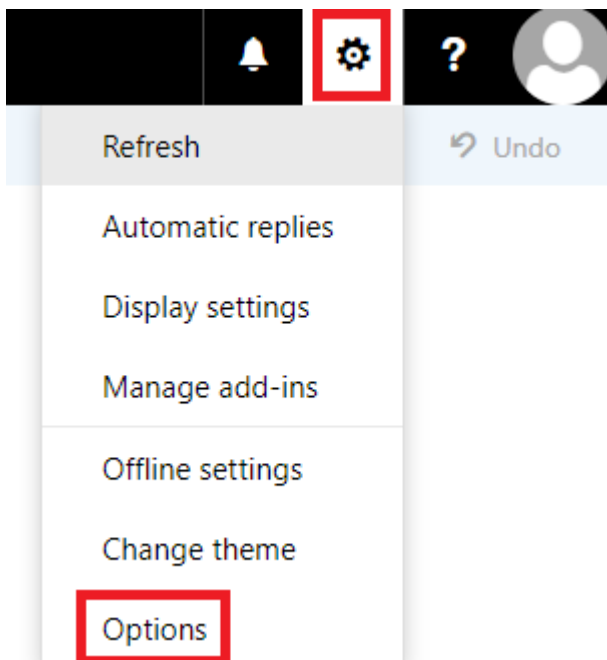


# Exchange 2016/2019 Change Password Instructions for Outlook Web Access (OWA)

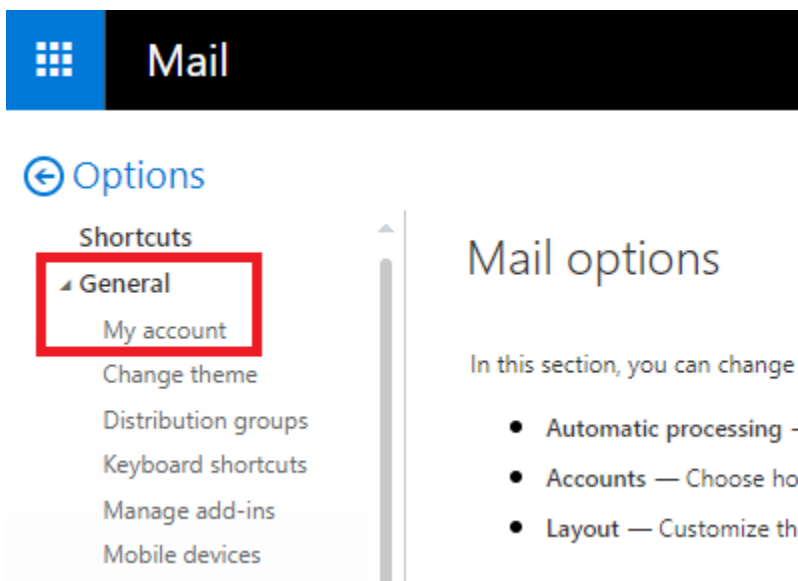
This document is how to change passwords for an Exchange 2019 mailbox in Outlook Web Access.

## OWA Password Change Method

Step 1. Login to OWA and select the gear icon at the top right and select the Options.



Step 2. On the left under **General**, select **My Account**.



Step 3. On the bottom right, there will be a link to **“Change your password”**.

United States

Office

[Change your password](#)

Mailbox usage

815.24 KB used. Your mailbox size is unlimited.

Step 4. Enter in your CURRENT password (1), then your NEW password (2), and repeat it (3) to confirm and select SAVE (4) to make your changes.

**4** ✓ Save    ✕ Discard

## 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 username and password and sign in again. You'll be notified when your password has been changed successfully.

Email address: a

Current password: **1**

New password: **2**

Confirm new password: **3**