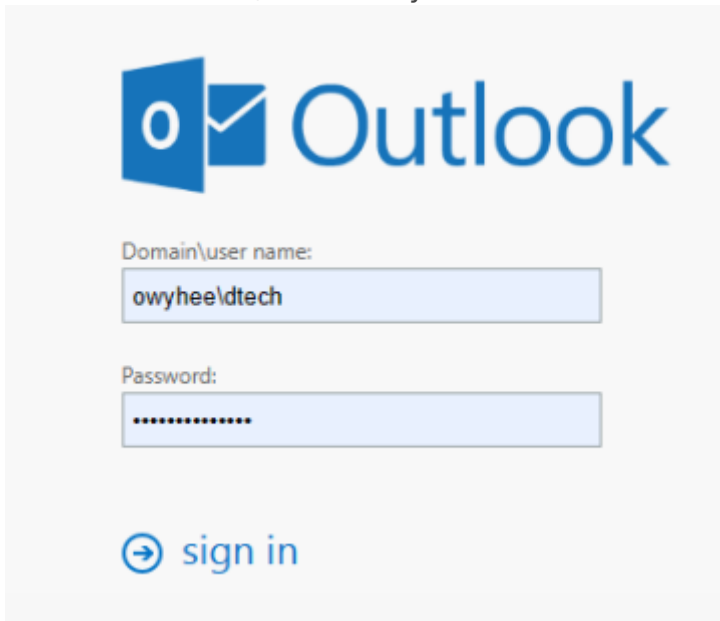
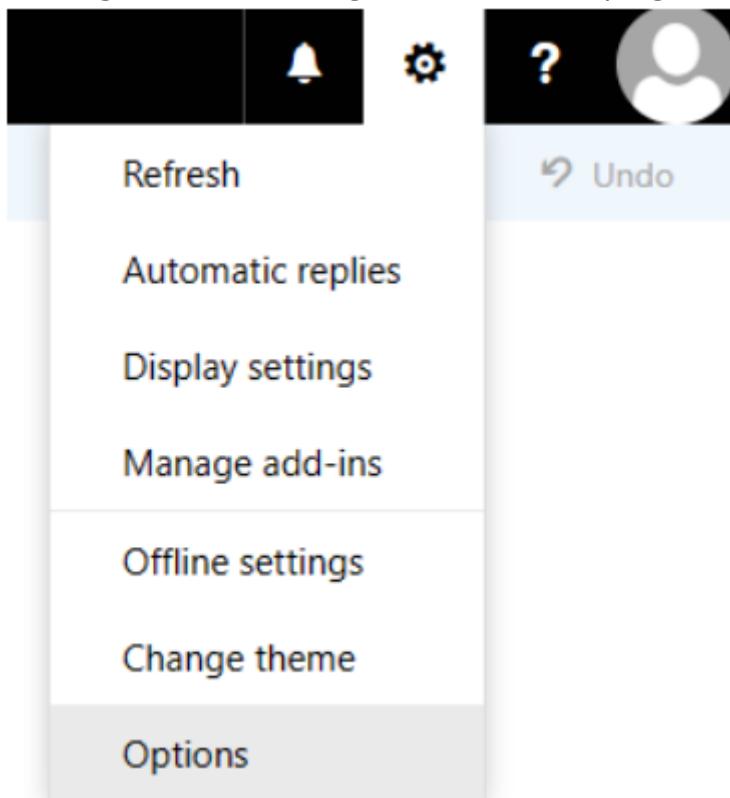


How to change your email password

1. Visit the following URL: <https://mail.co.owyhee.id.us/owa>
2. For the username, enter "owyhee\username" and use your current email password:



3. Once signed in, click the gear icon in the top right corner and choose "Options:"



4. On the Options screen, expand the General section and choose "My Account." Click the "Change your password" link in the bottom right:

Options

Shortcuts

- General
- My account
- Change theme
- Distribution groups
- Keyboard shortcuts
- Manage add-ins
- Mobile devices
- Offline settings
- Accessibility settings
- Light version
- Region and time zone
- Text messaging

Mail

- Automatic processing
 - Automatic replies
 - Undo send
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings
- Accounts
 - Block or allow
 - POP and IMAP
- Attachment options
- Storage
- Layout

Save Discard

My account

First name: Owyhee County

Initials:

Last name: Helpdesk

Display name*: Owyhee County Helpdesk

Email address: dtechnician@co.owyhee.id.us

Work phone:

Fax:

Street:

City:

State/Province:

Zip/Postal Code:

Country/Region:

Office:

Save Discard

5. Enter y **Change password** twice and click

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: dtechnician@co.owyhee.id.us

Current password:

New password:

Confirm new password:

"Save"

6. If you have any questions or issues when performing this process, please email helpdesk@co.owyhee.id.us for assistance

