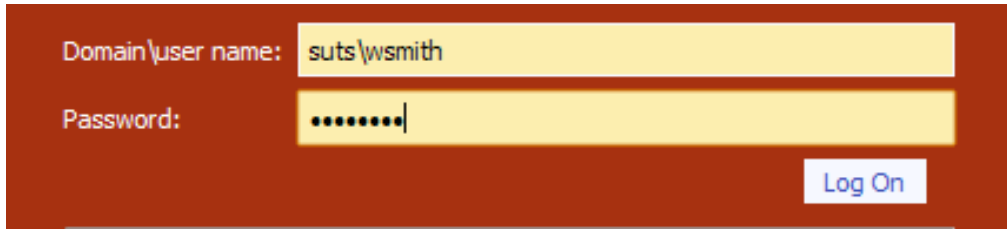


How-to: How to Change Your Email Password

1. First, logon to your Webmail. The URL to new webmail is <https://webmail.swinburne.edu.my/owa>
2. Ensure that the domain prefix “SUTS\” is included in user name during logon.

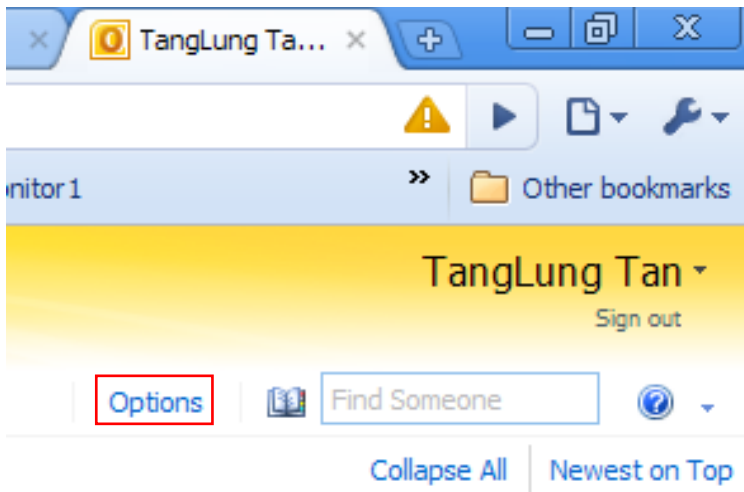


Domain\user name: suts\wsmith

Password:





Log On

3. If this is the first time you logon to Webmail, you will be prompted to select your time zone and language before you can continue.
4. Click “Options” on the top right corner of the window.



5. Click on “Change your password”

Shortcuts to other things you can do

-  **Forward your mail using Inbox rules**
-  **Learn how to get Direct Push e-mail on your mobile phone**
-  **Connect Outlook to this account**
-  **Change your password**

6. Key in your old password, new password and confirm new password. Lastly click Save.

Change Password

Enter your existing 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: SUTS\ttan

Old password:

New password:

Confirm new password:

 **Save**

7. You will be logged off after your password is changed. You need to logon again. Please take note that the new password may take few minutes to take effect.



andar



General



Regional



Password



You have successfully logged off from Outlook Web Access. We recommend that you close all browser windows at this time.

Connected to Microsoft Exchange
Secured by Microsoft Internet Security and Acceleration Server
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