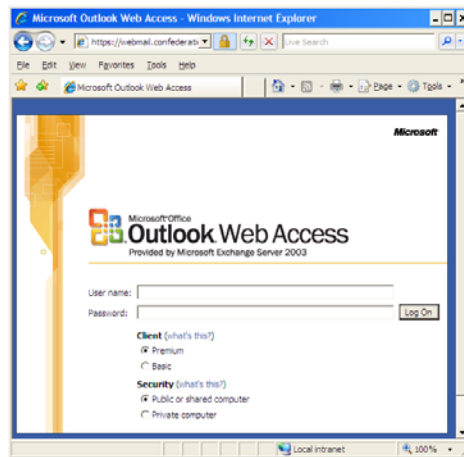


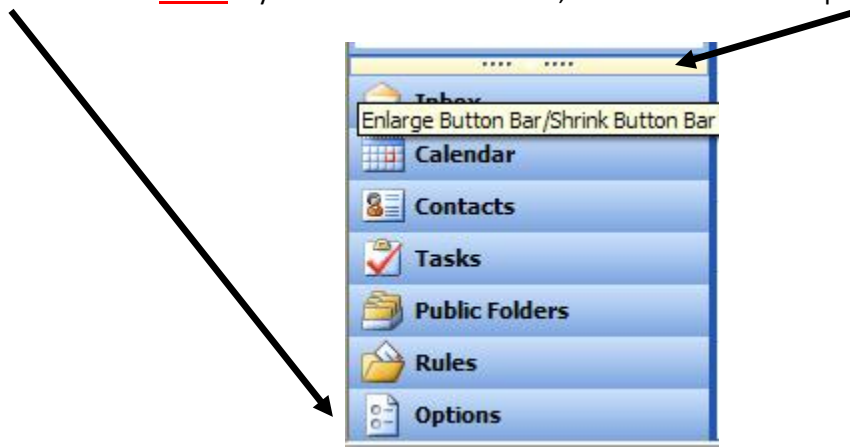
## How to Change Your College Account Password (When Not at the College or Not Connected to the College Network)

**NOTE:** College users who do not have workstations that login to the College network (i.e. home users, some regional College campuses, or other remote users), cannot change their password using the normal method. Instead, these users will need to change their password through Web Access Outlook.

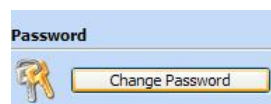
1. In your web browser, go to the URL: <http://webmail.confederationc.on.ca>.




2. Enter in your **current College account User name and Password** to login.
3. Once into Web Access Outlook and your e-mail, in the bottom left area of your screen, click on the 'Options' menu. **Note:** If you do not see this menu, click on this bar to expand your view.



4. Next, scroll down to the bottom of your screen to the 'Password' section and then click the 'Change Password' button.



5. You will then get the following screen:



The screenshot shows a dialog box titled "Internet Service Manager for Internet Information Server 6.0". It contains several input fields and buttons. The "Domain" field is filled with "CONFEDERATION". The "Account" field is filled with "your user name". The "Old password" field is filled with six asterisks. The "New password" field is filled with six asterisks. The "Confirm new password" field is filled with seven asterisks. At the bottom, there are three buttons: "OK", "Cancel", and "Reset".

6. Enter in the information to change your password as shown above.

**Note:** your new password must meet the following criteria:

- Be a minimum of 8 characters in length
- Contain 3 of the following 4 elements: small letters, capital letters, numbers, or punctuation marks
- Cannot be a password that you've used for the past 2 password changes

**Passwords that do not meet these criteria will be rejected. Also, the College network will force all users to change their passwords at least once every 200 days.**

7. When finished entering your new password information, click the 'OK' button to change your password.
8. Your College network account password has now been changed – **please be sure to remember it!**

*For further questions or assistance, please contact the Help Desk at 475-6488 or by e-mail at [helpdesk@confederationnc.on.ca](mailto:helpdesk@confederationnc.on.ca).*