

Procedures to change the exchange email password

Step1

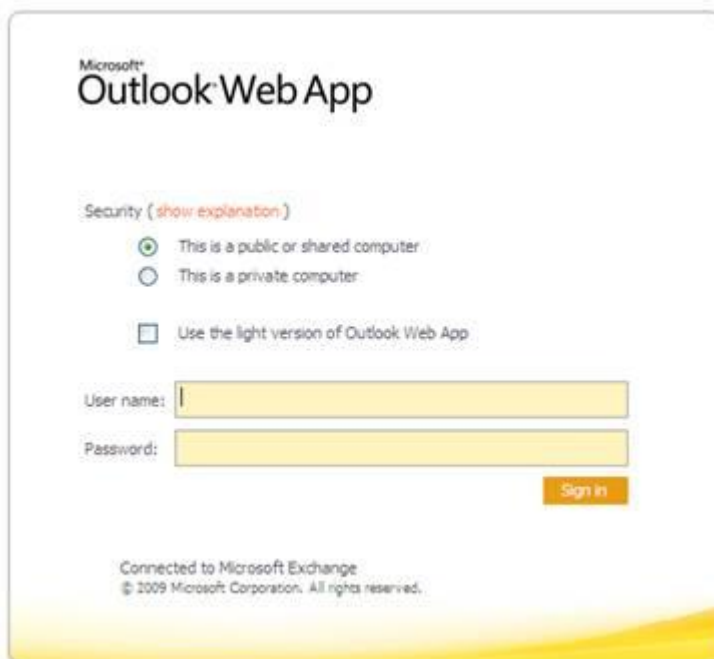
You will need to log on to the email by typing this link in your Internet Explorer.

<https://exchange.curtin.edu.my/owa>

The error page will pop-up. Please do not be alarmed by this message. Click the link “Continue to this website” as shown below

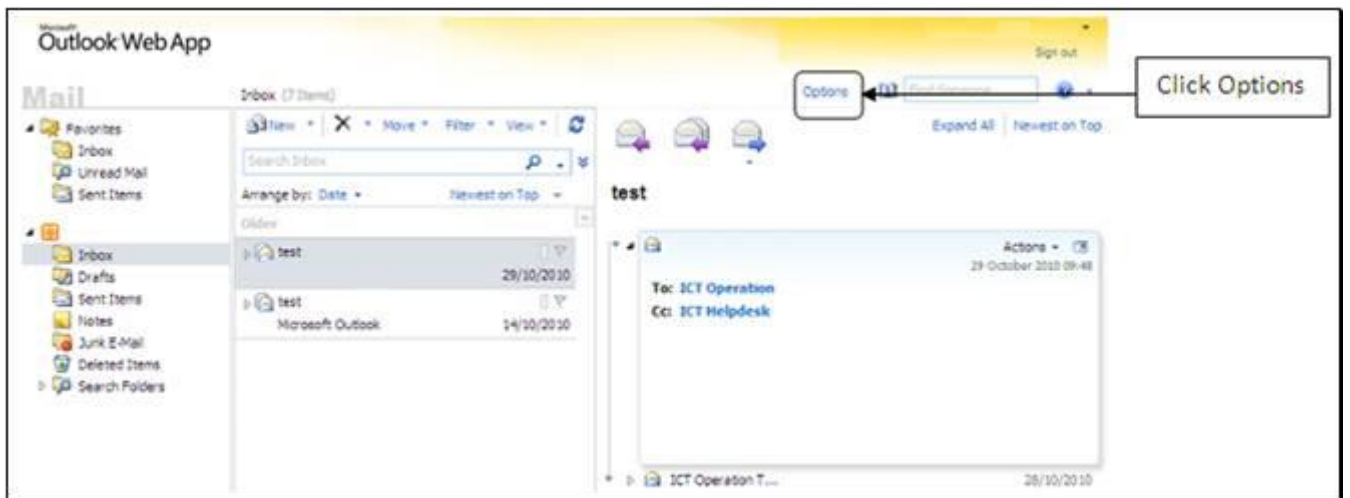


The log on screen will appear requesting for your user name and password (shown below). Your username would be your windows log on ID and the default password is **curtin123**

A screenshot of the Microsoft Outlook Web App login page. The page has a white background with a yellow gradient at the bottom. At the top left, it says "Microsoft Outlook Web App". Below this, there is a "Security" section with a link "(show explanation)". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the radio buttons are two text input fields: "User name:" and "Password:". To the right of the "Password:" field is an orange "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2009 Microsoft Corporation. All rights reserved."

Step 2

Please click the Options button as shown below.



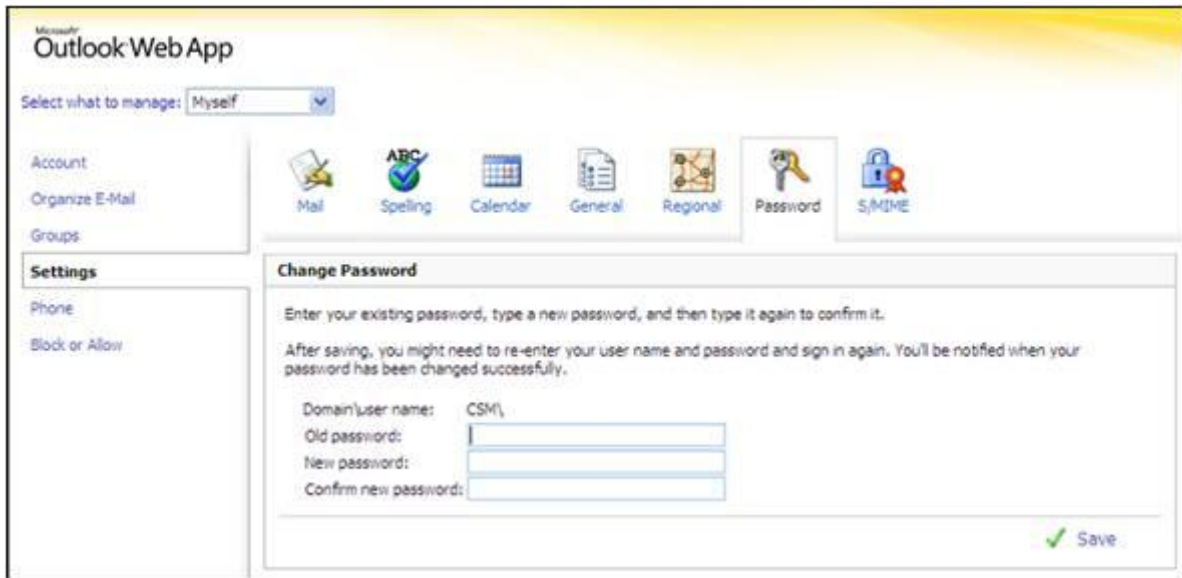
Step 3

In order to change the password, please click change your password link as shown below.



Step 4

As shown below, please enter your old password which by default is **curtin123**. Enter a new password in the second box and re-enter it again in the third box. Click the Save button at the bottom right-hand corner.



Congratulations as you have successfully managed to change your password and please click the OK button as shown below to log in with your new password.

