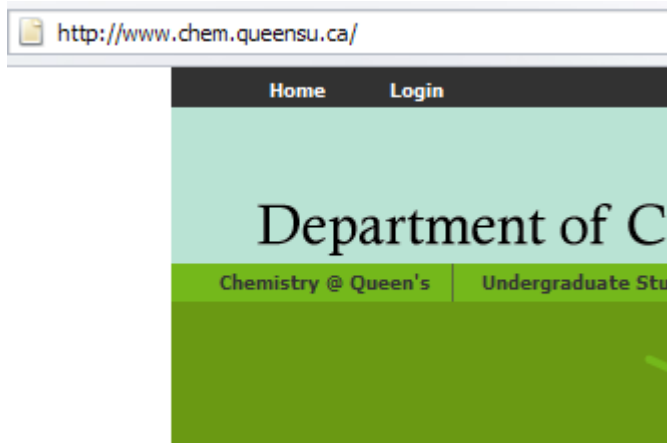


# How to Change Your Email/Network Password

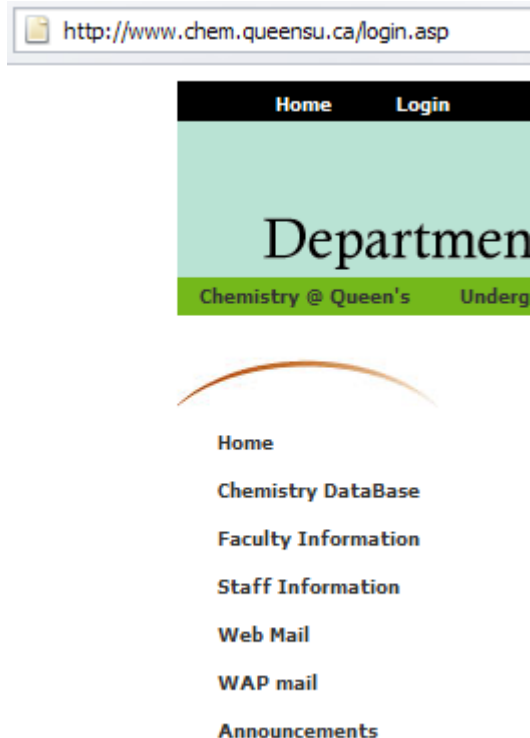
*Queen's University – Department of Chemistry – June 2006*

Your Chemistry email/network password can be changed via the Options page in Outlook Web Access using any SSL-capable web browser.

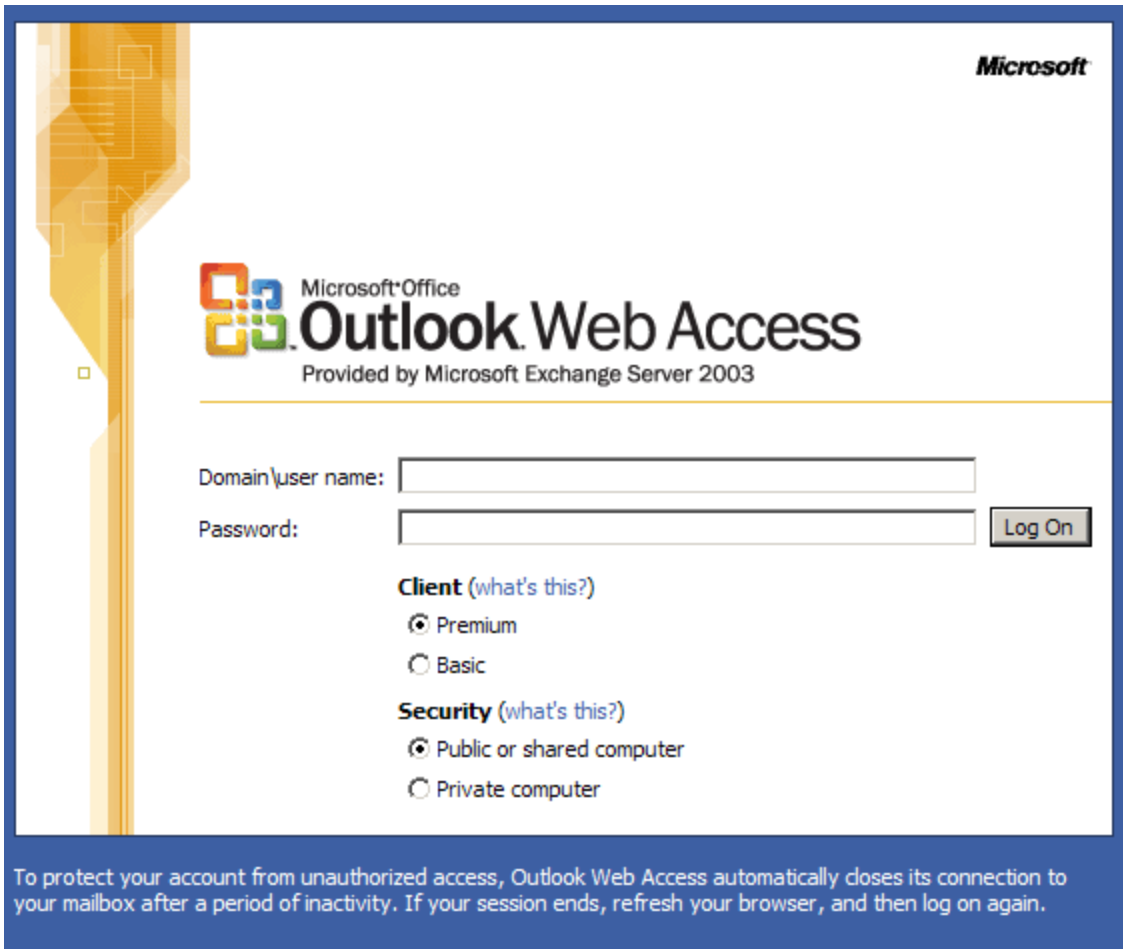
1. In a web browser, visit <http://www.chem.queensu.ca>  
Click Login at the top left.



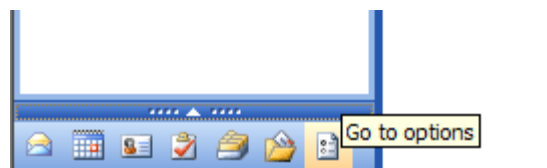
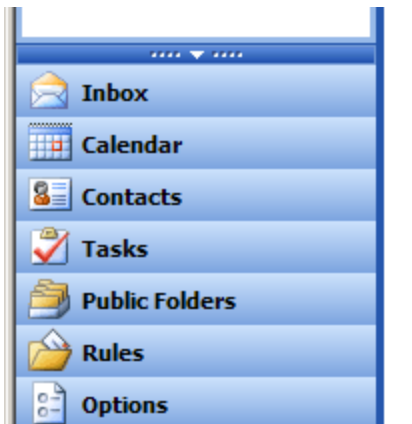
2. Click Web Mail on the left.



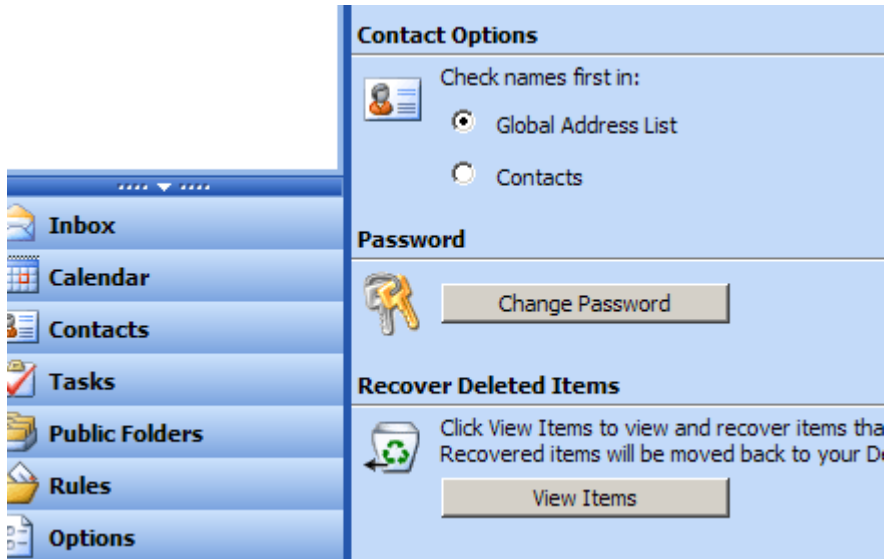
3. Authenticate and login to your email account using your current password.



4. Click Options on the left. Depending on your browser and menu configuration, your screen will look similar to one of the two images below.



5. On the options page that opens, click Change Password. Your screen should look like the one below.



6. You will now be prompted to reauthenticate, to confirm your username and password.



7. Once logged in, fill in the appropriate fields. It should not be necessary to change the username field. (It should automatically contain your email username already.) Type your old password, and your new password in twice and click OK.

IIS - Authentication Manager  
mail.chem.queensu.ca - ()

# Internet Service Manager

for Internet Information Server 6.0

Domain

Account

Old password

New password

Confirm new password

8. You have successfully changed your password.

