

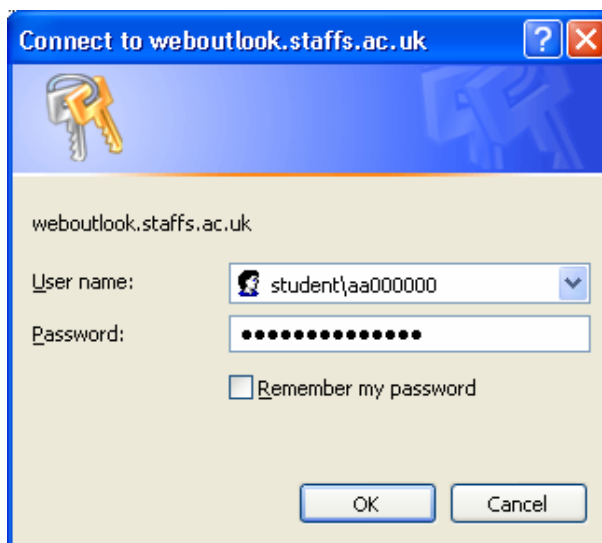


## Changing passwords in *Microsoft Outlook*<sup>®</sup> Web Access

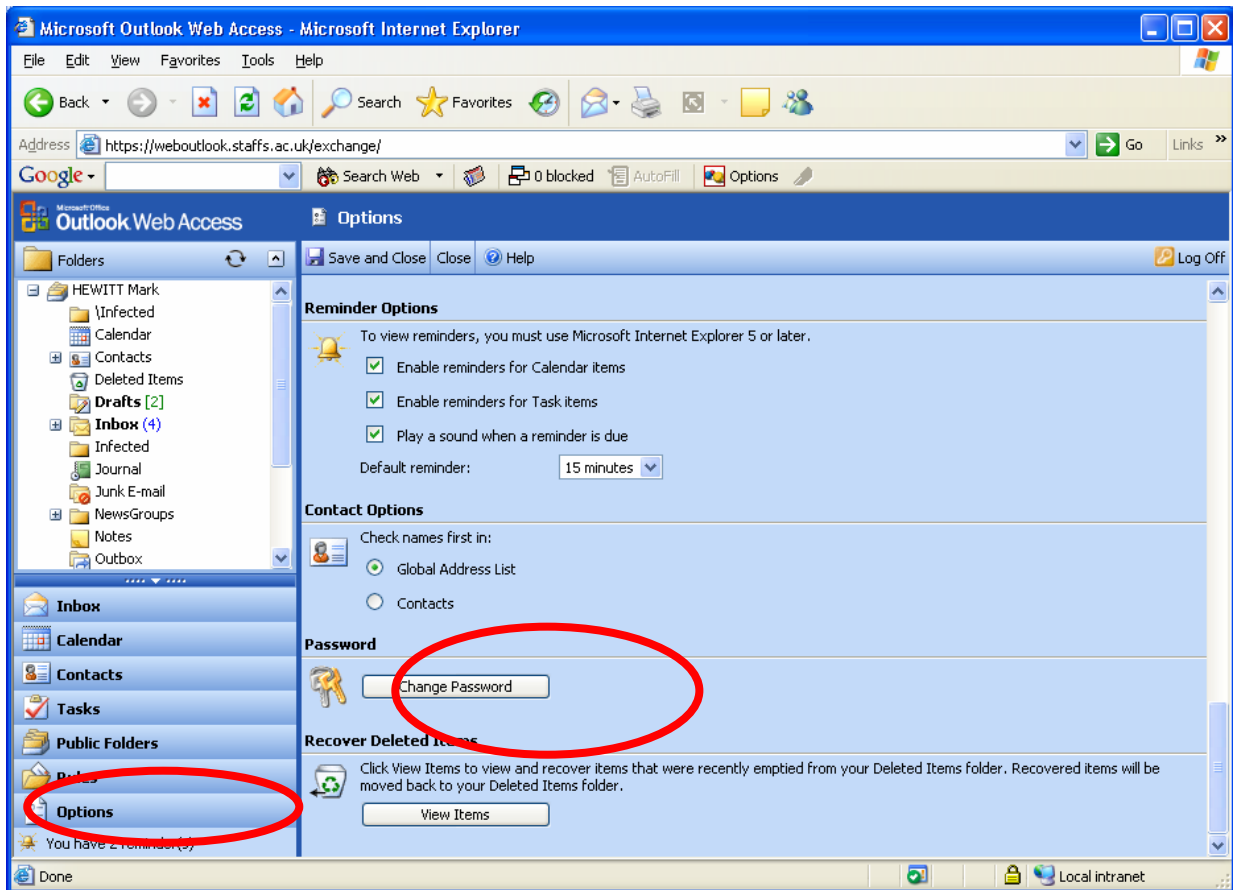
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The only way of changing Staffordshire University domain passwords while off site is via *Outlook*<sup>®</sup> Web Access. This document details the procedure involved.

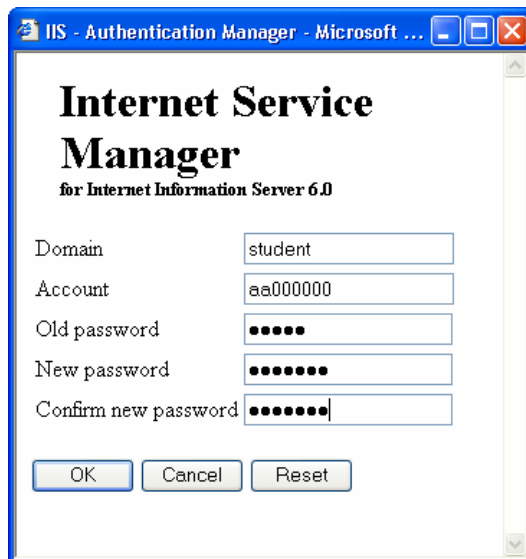
1. Logon to ***Outlook*<sup>®</sup> Web Access** at <https://weboutlook.staffs.ac.uk/exchange>  
**Note:** When going onto *Outlook*<sup>®</sup> Web Access you must specify if you are staff or a student by preceding your username with 'STAFF\ ' or 'STUDENT\ ' as in the diagram below



2. Click on the 'Options' icon at the bottom left of the screen



3. Scroll to the bottom of the right hand window, then click on the 'Change Password' button.
4. Enter your old password and the desired new password in the password boxes and then click 'OK'.



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