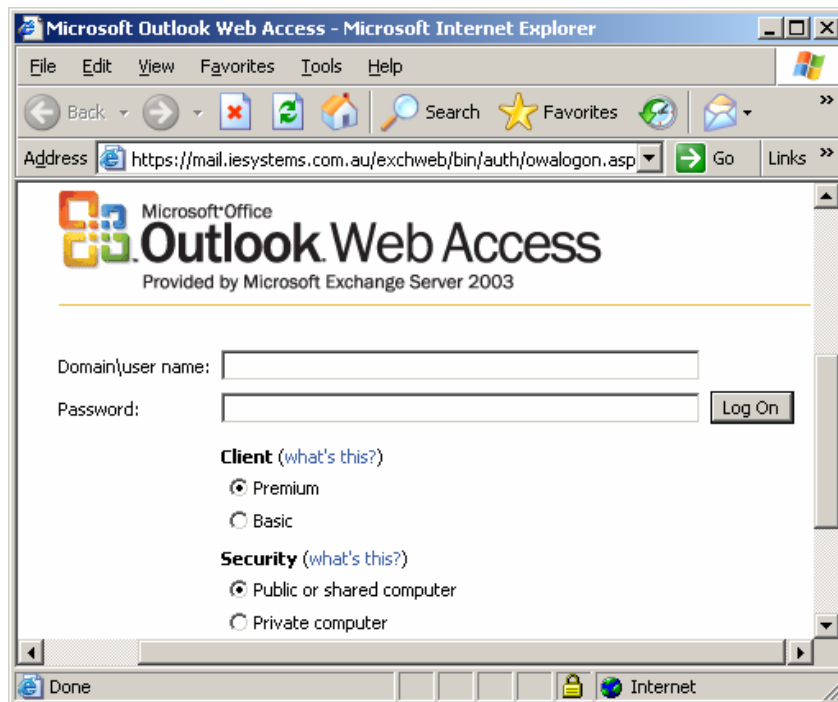


IES Reset Password using Outlook Web Access

It is important to have password policy in place in order to secure your companies data and resources from security threats. IES have now enabled remote password management for users via Outlook Web Access. Your secure NT password will expire after a policy implied time (See Domain Administrator). In order to maintain access to your email and network resources whilst working remotely your administrators have enabled you to remotely reset your domain password. To change your password follow the procedures listed below:

* Please be aware that domain policy and complexity restrictions apply when changing your password. Contact your Domain Administrator for details.

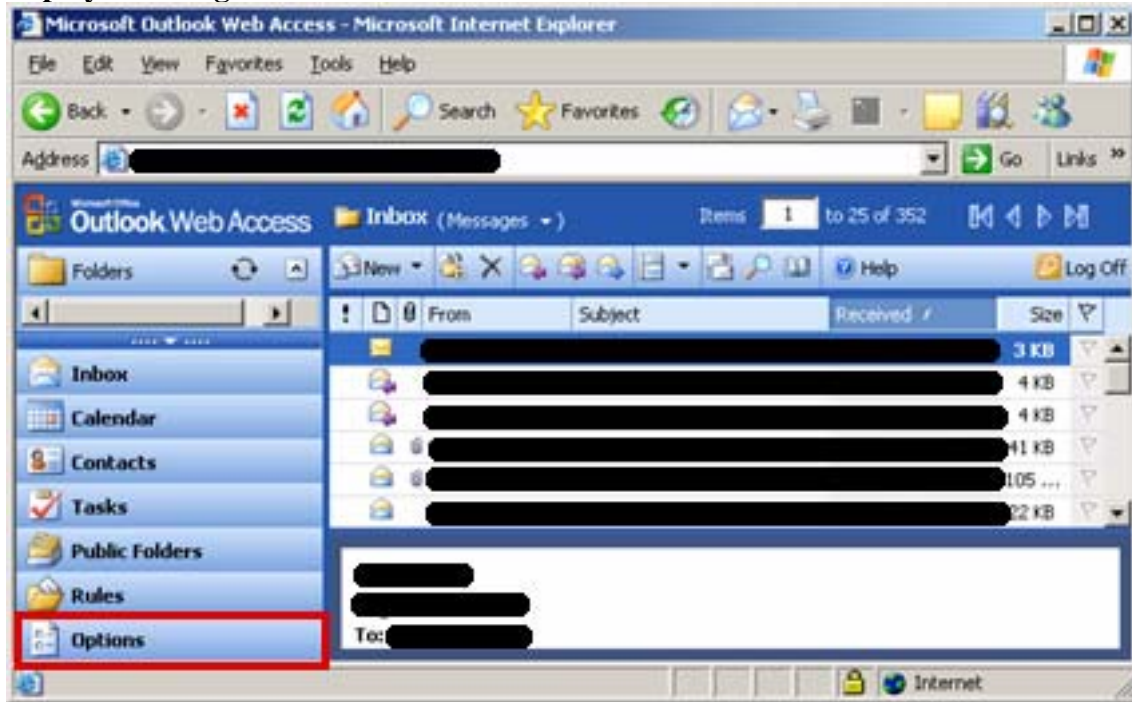
1. Open a web browser and enter <https://mail.iesystems.com.au/exchange>



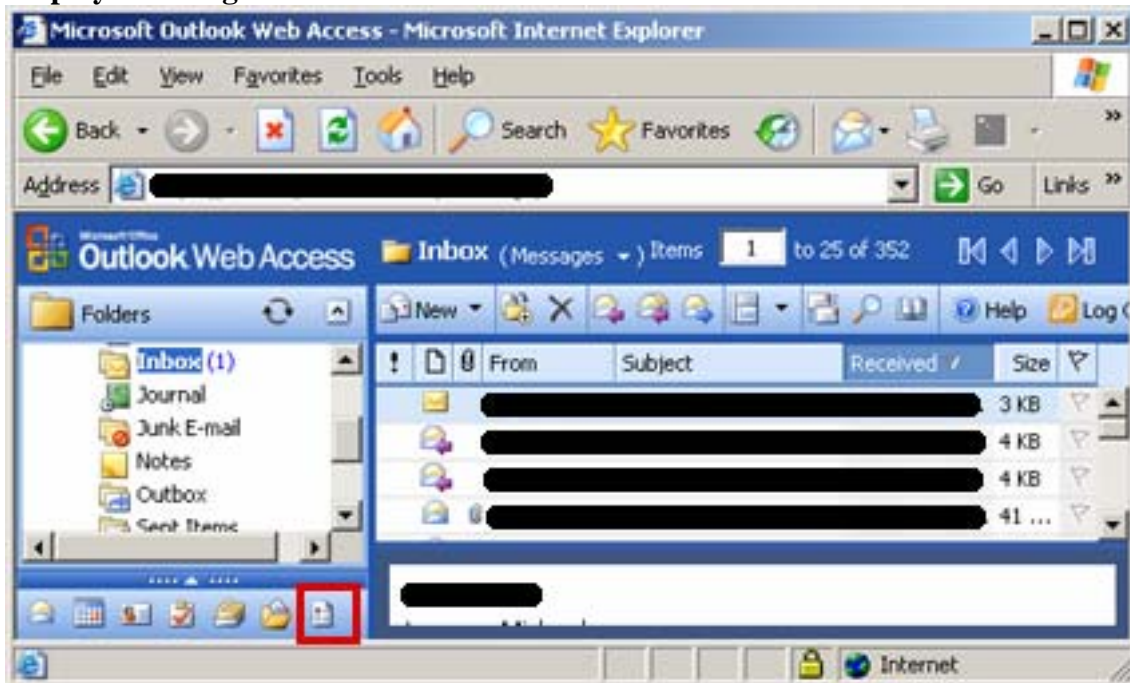
2. Type in your username and password into the text boxes and click the Login button.

3. Once logged in click the Options button in your browser. There are 2 possible display configurations for OWA so select the appropriate button for your display as seen in the diagrams below.

Display 1 - Using a Folder List



Display 2 - Using Shortcuts



4. On the Options page scroll down to the Password section. Click the Change Password button to open the Change Password Manager.



5. Fill in the required fields and click ok to change your password.

* Don't forget that domain password policy criteria applies to your new password.

