

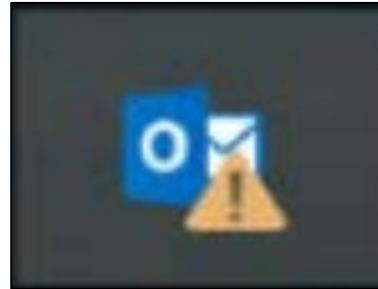
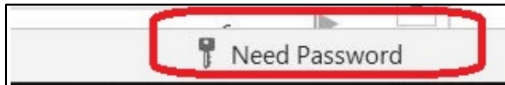
Issues with Password Change Outlook

If you have recently changed your computer login password, and your Outlook does not appear to be working correctly or you haven't seen any new emails come in, you may need to update your password in Outlook, as well.

1. Look in the lower right corner of Outlook. If all is functioning correctly, you will see "All folders are up to date. Connected to: Microsoft Exchange."



2. If you see something that says "Need Password" in the lower right corner or if there is an exclamation mark over your Outlook icon, you will need to input your password.



3. The password input window will look like this. Put in your password and remember to check the box next to "Remember My Credentials" or you will need to repeat this process again next time.

