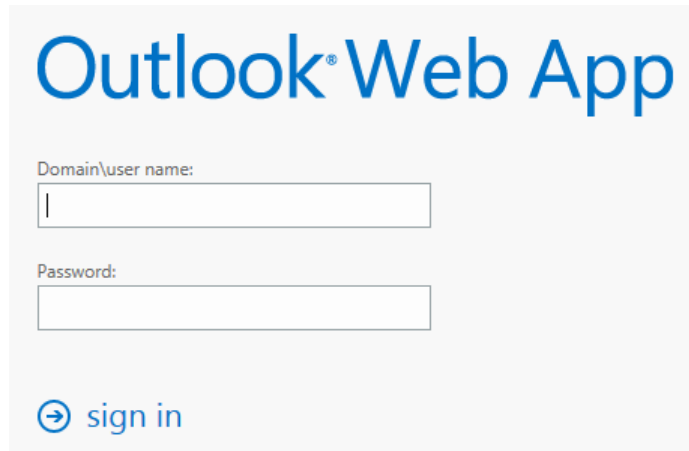


Using Office 365 Outlook Web App (OWA)

- a. On your browser, login to OWA by using the following link:
<https://webmail.edukgroup.com/owa>
- b. Log in with your username **ibancanet** \username and current password.



Outlook® Web App

Domain\user name:

Password:

[→ sign in](#)

- c. Then enter the following information:
 - i. Domain\user name
(ibancanet\username)
 - ii. Current Password
 - iii. New Password
(6 character minimum)
 - iv. Confirm new password
(Enter new password *again*)



Outlook® Web App

change password

Your password has expired and you need to change it before you sign in to Outlook Web App.

Domain\user name:

Current password:

New password:

Confirm new password:

[→ submit](#)

- d. Click **Submit**.

- e. You will receive a message indicating that your password has been changed successfully.



Outlook® Web App

Your password has been changed. Click OK to sign in with your new password.

[→ ok](#)

- f. Click **Ok**.