

Changing Your Society Email Password

1. Logon to your web email account through the Outlook Web Access portal using your existing or temporary password.
2. Go to Options bar at the top of the window.



3. Scroll all the way to the bottom of the right frame of the options window frame to select **Change Password** button.
4. In dialog box type in current (old) password in appropriate field, then new password in appropriate fields.



5. You should then receive confirmation message: "Password successfully changed".