

## How to change your password using Outlook Web App (OWA)

Upon receiving the email from the ICT Systems Team stating that your password is due to expire within 14 days please use the following steps to change your password

1. Log into your LSBU Mailbox using Outlook Web App (OWA) by going to the following web address <http://mail.lsbu.ac.uk/>

2. Select the link **Options**, (this can be found at the top right hand side of the page) choose the **“Change Password”** option.

3. As shown in the following image below enter the details required and press the save button to change your password. Ensure you do not enter your current password as a new password as this will not be accepted (if this is done you will get an error at the top of the screen stating "The password you entered doesn't meet the minimum security requirements"). Please use the advice given for setting secure passwords at <http://www.lsbu.ac.uk/ict/cop/PwdPolicyProcedureV2.1.pdf> and never use your LSBU password for any other system.

Find Someone Address Book Options

Save

The password you entered doesn't meet the minimum security requirements.

**Change Password**

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and in again. You'll be notified when your password has been changed successfully.

Domain/user name: LSBU\leacockr

Current password:

New password:

Confirm new password:

4. After you have entered a new password and have saved this change you will see the following message confirming that your password has now been successfully changed.



- You will now need to close your web browser, re-open it and log back into your Mailbox using Outlook Web App (OWA) by going to the following web address <http://mail.lsbu.ac.uk/>, if you have been able to log back into your mailbox, your password has successfully changed and will remain valid for another 180 days.

Microsoft Outlook Web App

Type here to search  Entire Mailbox

[Sign out](#)

**Mail**

Calendar

Contacts

Deleted Items (3)

Drafts (7)

**Inbox**

Junk E-mail

Sent Items

[Click to view all folders](#)

[Manage Folders...](#)

New Message

<input type="checkbox"/>	From	Subject	Received	Size
<input type="checkbox"/>	ICT Mail System	WARNING! Your password will expl...	14/04/2012 10:40	2 KB
<input type="checkbox"/>	Westfield London	Win tickets to the Marvel's Aven...	13/04/2012 17:27	21 KB
<input type="checkbox"/>	LSBU Internal Co...	LSBU News: Friday 13 April 2012	13/04/2012 16:40	63 KB
<input type="checkbox"/>	All Staff Email	Staff notices, Friday 13 April	13/04/2012 15:54	12 KB
<input type="checkbox"/>	helpdesk@lsbu.ac...	Registration of incident number ...	13/04/2012 11:59	3 KB
<input type="checkbox"/>	K Marie (Loot Ma...	Loot is giving you £20 Quid to s...	13/04/2012 11:22	50 KB
<input type="checkbox"/>	Rahman, Mujibur	Correction FW: Minesh leaving Ca...	13/04/2012 11:09	6 KB
<input type="checkbox"/>	Robert Tett	Help please	13/04/2012 10:24	3 KB
<input type="checkbox"/>	Justice, Sally	Minesh leaving Card	13/04/2012 10:09	4 KB
<input type="checkbox"/>	Foster, Lise Jay...	Booking leave, training etc.	12/04/2012 17:07	9 KB
<input type="checkbox"/>	Nurse, Oreen V	RE: Stingy	12/04/2012 12:45	2 KB
<input type="checkbox"/>	Transport for Lo...	Weekend line and station closure...	12/04/2012 12:24	43 KB
<input type="checkbox"/>	Nurse, Oreen V	Stingy	12/04/2012 12:07	1 KB
<input type="checkbox"/>	Wamock, Gavin	G70 meeting room	12/04/2012 08:25	14 KB
<input type="checkbox"/>	Leacock, Veronic...	check this out	11/04/2012 12:44	2 KB
<input type="checkbox"/>	Grant, Colin Ant...	RE: Helpdesk password & TOPDesk	11/04/2012 09:30	8 KB
<input type="checkbox"/>	Payne, Perlina	FW: ICT account & data feed	10/04/2012 15:59	8 KB
<input type="checkbox"/>	Wamock, Gavin	Re: Camera info	10/04/2012 14:14	10 KB
<input type="checkbox"/>	Longi, Imran She...	illustrator	10/04/2012 13:33	1 KB
<input type="checkbox"/>	Wamock, Gavin	Re: Camera info	10/04/2012 13:18	2 KB