

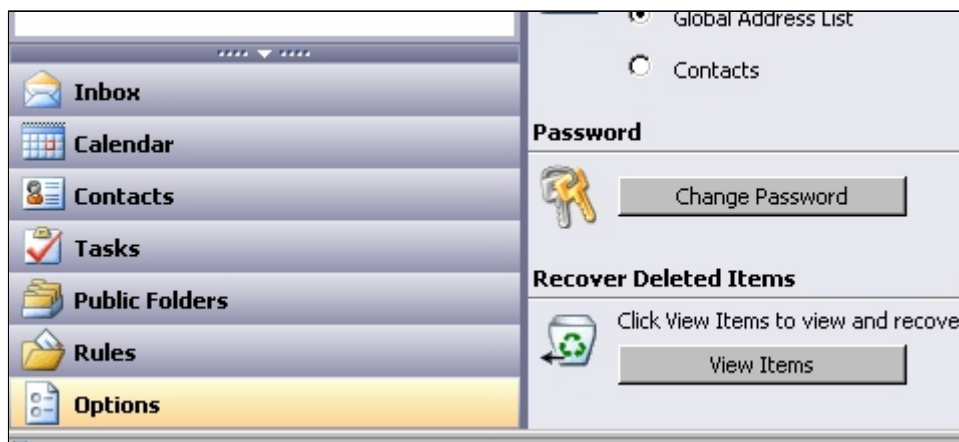
# CHANGING YOUR PASSWORD FROM WITHIN YOUR CITY OF STAMFORD WEB ACCESS EMAIL

It is possible to change your network/email password in Outlook Web Access. To do this you must first log in to Outlook Web Access under your current username and password. [If you are not already logged in to your email, click here to log in.](#)

(For instructions on how to login to Outlook Web Access, go here: <http://www.cityofstamford.org/mail/LoginHelp.asp>)

**IMPORTANT:** Before you start, it is important to know that if you have a pop-up blocker, this feature may not work unless you turn it off.

**Step One:** First find and click the Options Tab on the left hand side of Outlook Web Access. When the right hand side changes to options, scroll to the bottom of the screen to the Password section.



**Step Two:** Click Change Password and the following box pops up. Your username will fill in under account. Enter your current password under old password and then choose a new password. *Please note that your new password must be 8 characters long.*



**Step Three:** Once you have chosen your new password, click OK and you will see this box. Click the link that says Back to <https://mail.ci.stamford.ct.us/> and the window will close.



**Step 4: IMPORTANT:** At some point shortly after you change your password, you will be prompted to log in to Outlook Web Access again even if you thought that you never logged out. When this happens, log in with your new password and you should be all set.

**ANOTHER IMPORTANT NOTE:** New users who have never logged into the city network and users whose passwords have expired will NOT be able to set up their passwords this way. Only current users can change their passwords with this method. New users must set their password up at an administration network computer. If your password has expired you must call the Help Desk to have it reset.

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As always, if you have any questions, please call the helpdesk at **977-4936**.

Thank you, Dulce Weigel  
City of Stamford  
Email Administrator