How to Change Your Password in OWA

1.) Login to https://webmail.alexandercountync.gov with county user name and password. Click Sign In.
2.) In the top right corner click on Settings (gear icon). Then click on Change Password in the drop down menu.
3.) Enter your password followed by your new updated password.
New Password Criteria

1. Passwords may not contain all or part of the user's account name.
2. Passwords must be at least eight characters in length.
3. You may not use any of your previous ten passwords.
4. Passwords must contain characters from three of the following four categories:
   - English uppercase characters (A through Z)
   - English lowercase characters (a through z)
   - Base 10 digits (0 through 9)
   - Non-alphabetic characters (for example, !, $, #, %)

The best passwords contain no real words but should be something you can remember without writing it down. Never write your password down and store it in your desk or on your computer.