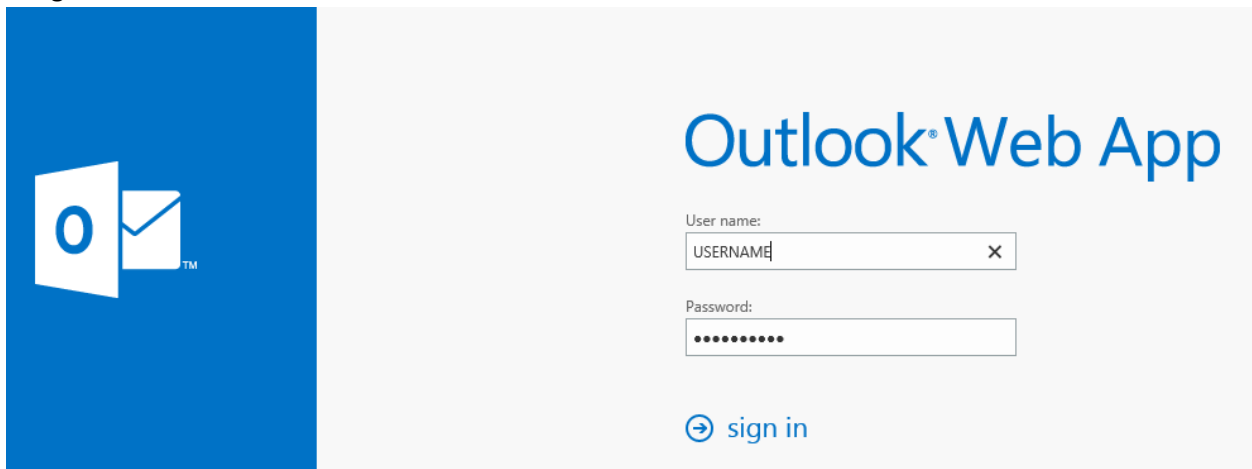


## Conscious Networks – How to reset your password via the Outlook Web App

\*\*\*After resetting your password you will need to update any handheld devices or other areas where the password is saved. Most current handheld devices will prompt you to re-key in a password automatically.\*\*\*

1. To reset your password, log into the Outlook Web App via <http://mail.conscious.net> shown below in Image1. Log in using your username and email password

Image1



2. Once logged into the web email application locate the cog on the top right of the screen. Press the cog to access the drop down menu as shown below in Image2 and Image3.
3. Press "Change Password"

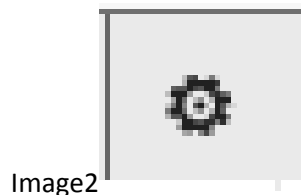


Image2

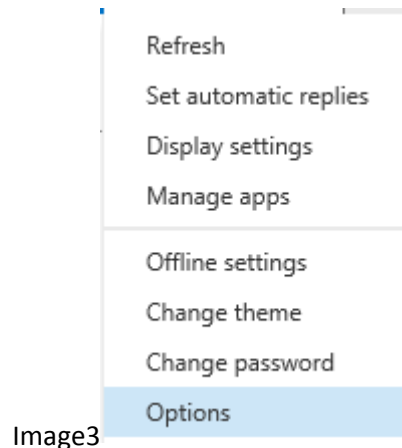


Image3

4. The change password window pane will appear as shown below in Image4

Image4

Outlook Web App

←

options

- account
- organize email
- groups
- site mailboxes
- settings**
- phone
- block or allow
- apps

mail calendar regional **password**

### 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 sign in again.

Domain\user name:

Current password:

New password:

Confirm new password:

**save**

5. Key in your current password and then a new password 2 times. Press Save as shown below in Image5

Current password:

New password:

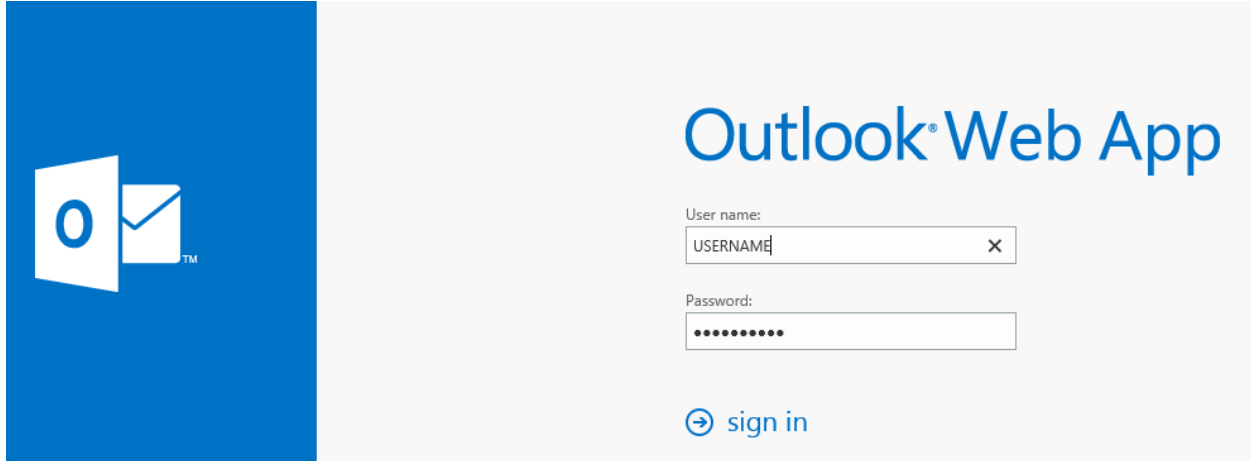
Confirm new password:

**save**

Image5

6. When saving the new password the web interface will log you out automatically. This will send you back to the screen in step 1, shown below in Image6. Log back in with your NEW password.

Image6



Would you feel more comfortable if one of our techs contacted you to assist?

Please do not hesitate to reach out to the Conscious Networks' helpdesk via ticket on the web at [www.conscious.net](http://www.conscious.net) and Client Access > Support or [help@conscious.net](mailto:help@conscious.net). For urgent requests please contact our helpdesk at (703) 600 - 3335