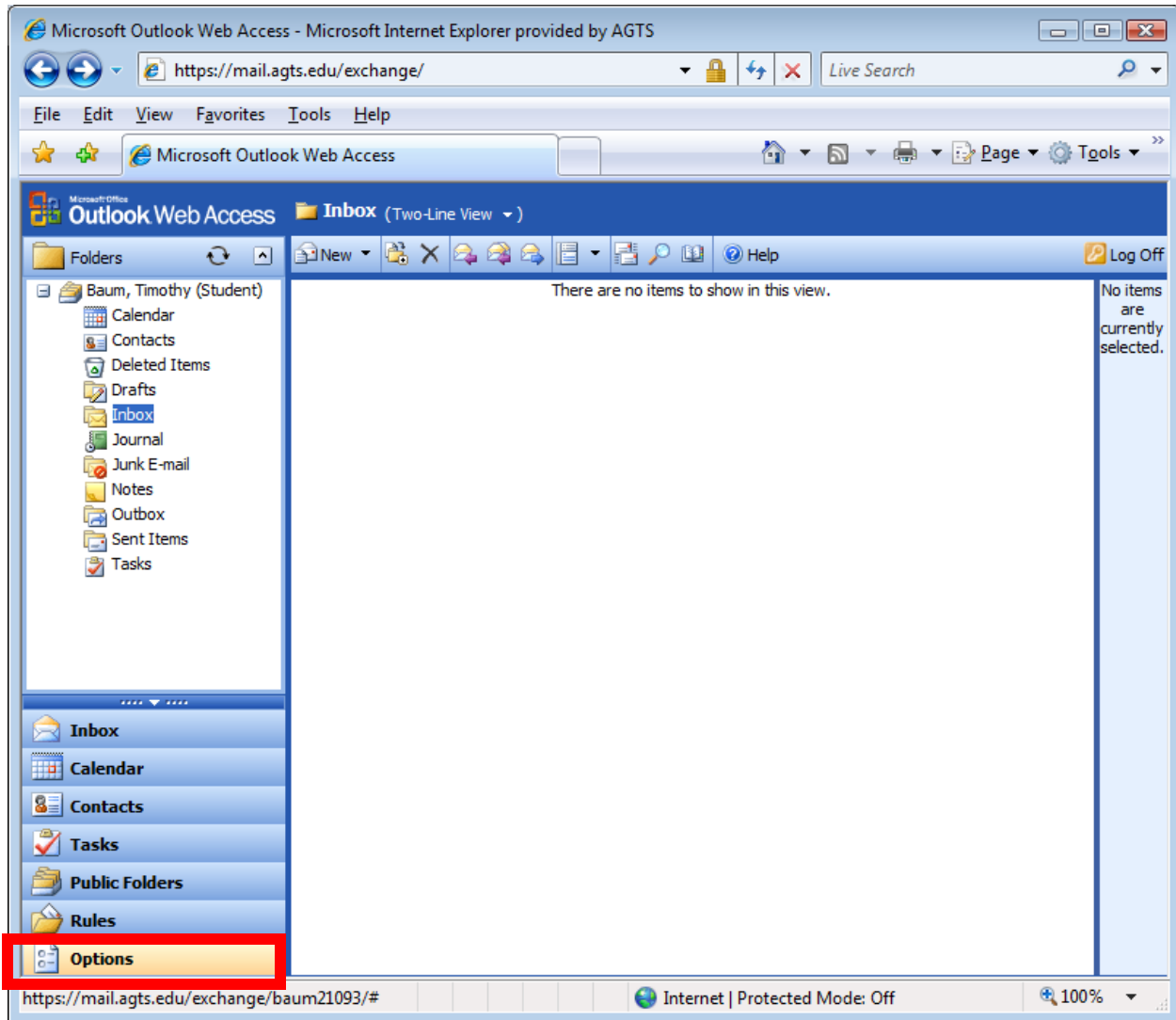
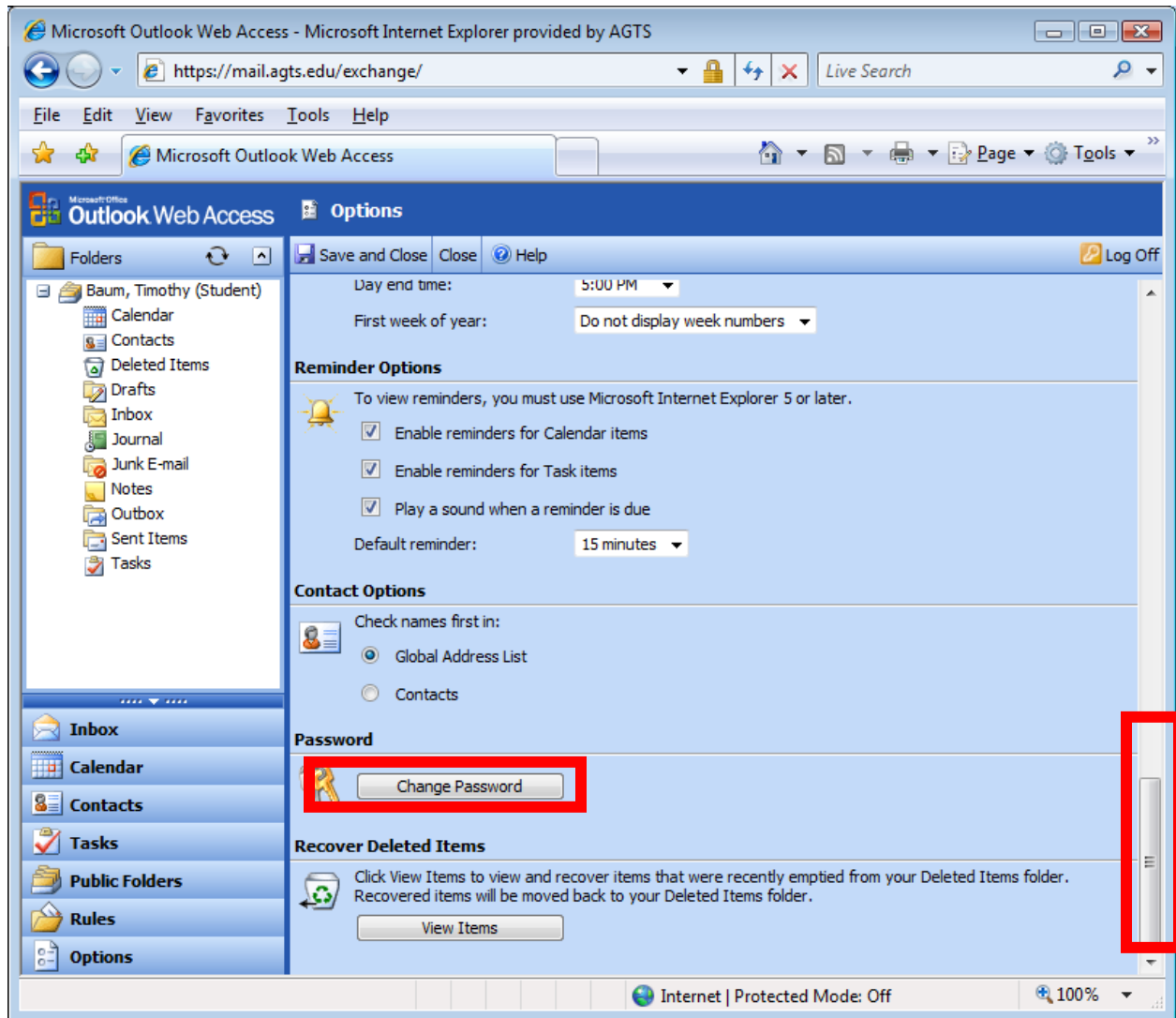


# Instructions for changing your AGTS password through OWA (Outlook Web Access)

Login to your email at mail.agts.edu and select options:



Scroll down to the bottom of the page and click Change Password



The below pop-up should come up.

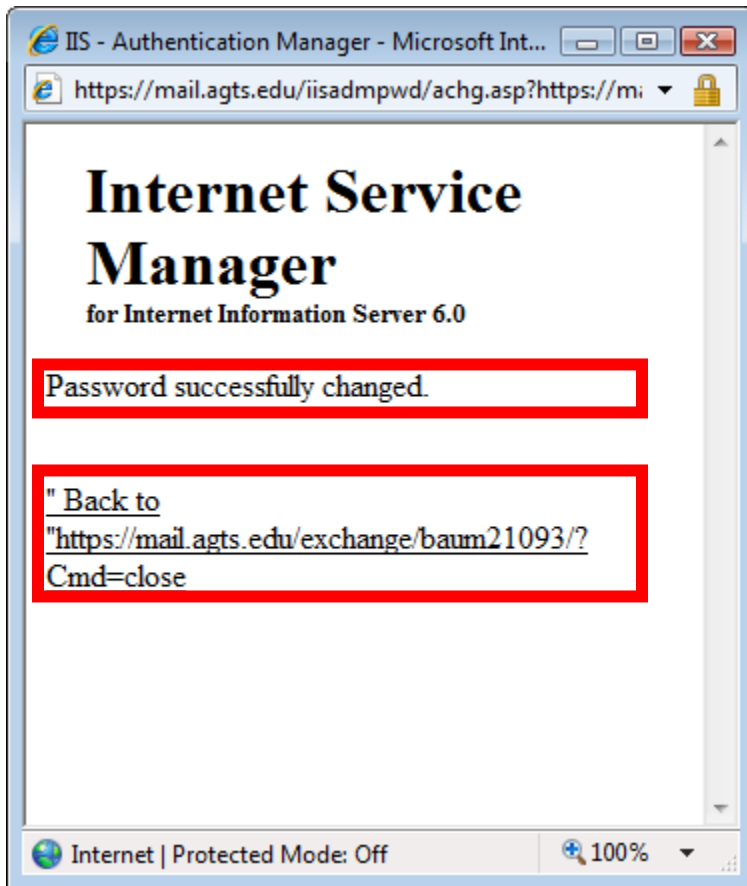
- 1) Leave the Domain field blank
- 2) Enter your email address
- 3) Enter your Old password
- 4) Enter your New password
  - a. Must have uppercase, lowercase, symbol, number, and minimum of 8 character
    - i. Can't have your name in it
- 5) Enter your New password again to confirm
- 6) Click 'OK'



The screenshot shows a web browser window titled "IIS - Authentication Manager - Microsoft Int...". The address bar displays "https://mail.agts.edu/iisadmpwd/aexp2b.asp?https://i". The main content area features the heading "Internet Service Manager for Internet Information Server 6.0". Below the heading is a form with five input fields, each highlighted with a red border: "Domain" (empty), "Account" (containing "baum21093@agts.edu"), "Old password" (filled with dots), "New password" (filled with dots), and "Confirm new password" (filled with dots). At the bottom of the form are three buttons: "OK", "Cancel", and "Reset", with the "OK" button also highlighted by a red border. The browser's status bar at the bottom shows "Internet | Protected Mode: Off" and a zoom level of "100%".

If everything worked like it is supposed to, then you should see this box pop up

Then click the link to close the window.



Click Inbox to go back to your inbox.

The screenshot shows the Microsoft Outlook Web Access interface in Microsoft Internet Explorer. The browser's address bar displays the URL <https://mail.agts.edu/exchange/>. The page title is "Outlook Web Access" and the main heading is "Options".

On the left side, there is a "Folders" list for the user "Baum, Timothy (Student)". The folders listed are: Calendar, Contacts, Deleted Items, **Inbox** (highlighted with a red rectangle), Journal, Junk E-mail, Notes, Outbox, Sent Items, and Tasks. Below this list is a navigation bar with buttons for "Inbox", "Calendar", "Contacts", "Tasks", "Public Folders", "Rules", and "Options".

The main content area is titled "Options" and contains several sections:

- Save and Close**: Includes "Close" and "Help" buttons, and a "Log Off" button.
- Appearance**: Includes a checkbox for "Block external content in HTML e-mail messages" (checked) and a dropdown menu for "Default (blue)".
- Date and Time Formats**: Includes dropdown menus for "Short Date Style" (1/1/2009 - 12/31/2009), "Long Date Style" (Thursday, January 01, 2009 - Thursday, December 31, 2009), "Time Style" (1:01 AM - 11:59 PM), and "Current Time Zone" ((GMT-06:00) Central Time (US & Canada)).
- Calendar Options**: Includes dropdown menus for "Week begins on:" (Sunday), "Day start time:" (8:00 AM), "Day end time:" (5:00 PM), and "First week of year:" (Do not display week numbers).
- Reminder Options**: Includes a checkbox for "Enable reminders for Calendar items" (checked) and a checkbox for "Enable reminders for Task items" (checked).

The status bar at the bottom shows "Done" on the left, "Internet | Protected Mode: Off" in the center, and "100%" on the right.