Changing Your Outlook Password

Logging Into Outlook Web Access (OWA)

1. Open Internet Explorer

2. Type in the URL mail.nebraska.gov

3. When accessing the website, a security alert dialog box may greet you. If it does, click OK.

4. Check the second radio button “This is a private computer” if you are on your workstation. If you are not on your workstation make sure the “This is a public or shared computer” is selected.

5. Enter your user name in the box next to “User name:”. Your user name begins with stn\ followed by your firstname.lastname with no spaces. Example stn\john.doe

6. Enter your Outlook password and click on the Log On button.

Outlook will load and look similar to the desktop version.
Changing Your Password

1. To change your password, click on the Options button.

2. The Message Options screen will open, click on the **Change Password** option located on the left-hand pane.
3. In the **Old Password**: box, enter your current Outlook password. Then enter your new password in the **New Password**: box. The password must be at least eight characters long and have three of these four elements: upper case, lower case, number and symbol. Retype your new password in the **Confirm New Password**: box.

4. When you are finished, click on the **Save** button located above the picture of the keys.

5. If your password was changed successfully you will see the Office Outlook Web Access window telling you that your password has been changed. You can click on the **OK** button and log back into the Outlook Web Access or you can close Internet Explorer and open the Outlook client on your workstation using your new password.