

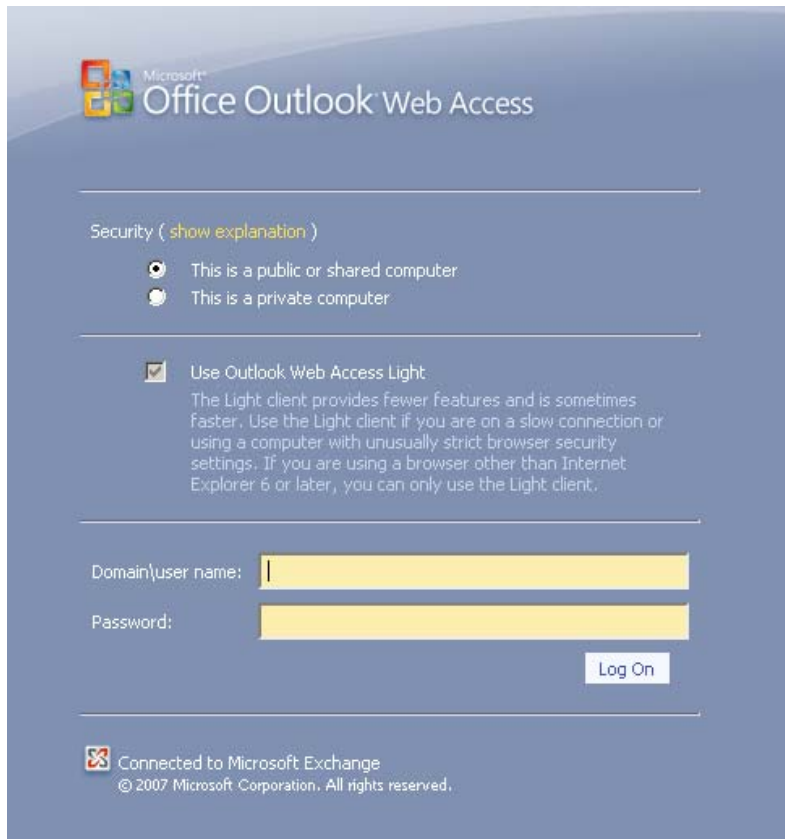
BSM Connection™ Online Library Software Tips - *Microsoft Outlook*

Accessing Webmail and Changing Your Microsoft Outlook Password

Accessing your email account from outside of the office and changing your password can be done by following these five simple steps.

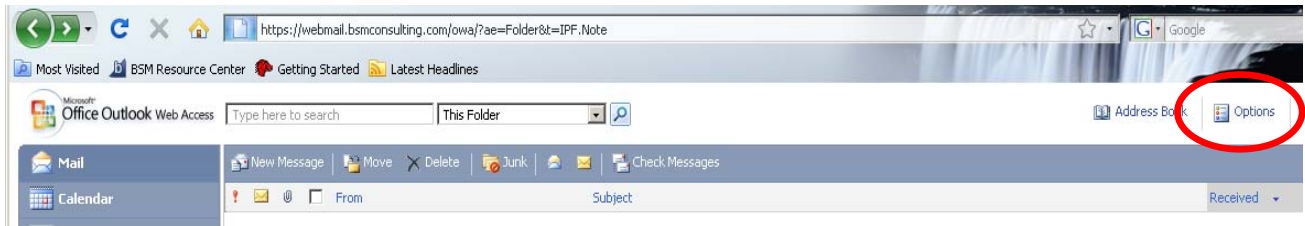
1. Enter the following URL to Microsoft Office Outlook Web Access: <https://webmail.bsmconsulting.com/owa>

The following screen will appear:

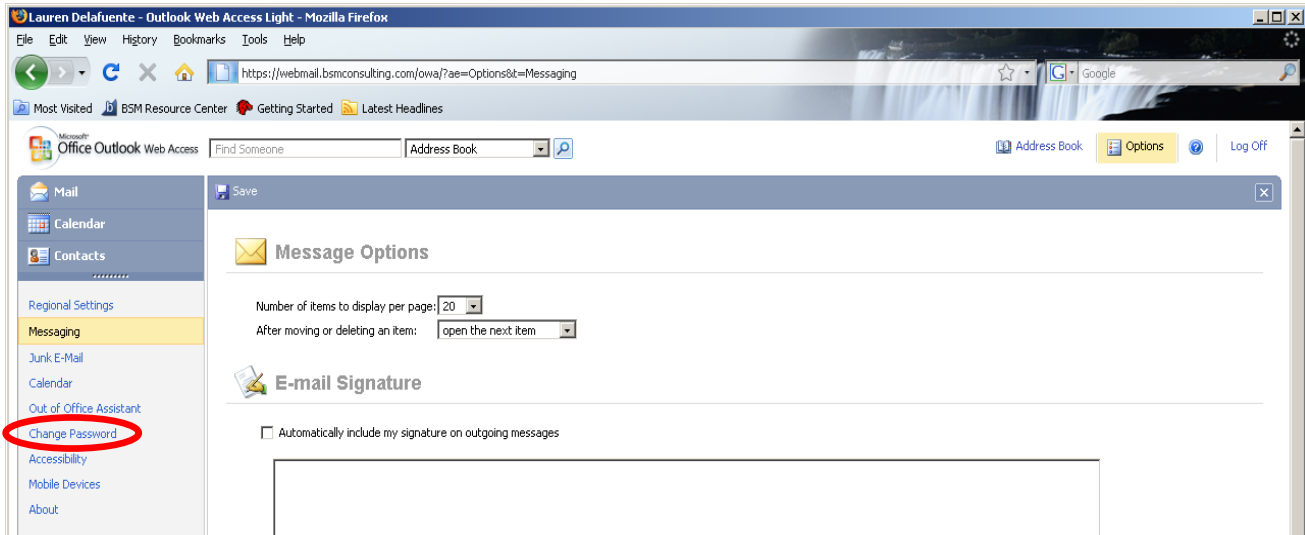


2. Enter your **Domain\user name and password** in the areas it calls for it as shown above. The **Domain\username is: bsmconsulting\ldelafuente** (you will enter your first initial and full last name, no spaces, after the back slash.

3. You will notice once you log in that the main screen looks a bit different. To change your password, select the **Options** button in the top right side of the menu.



4. Select the Change Password button which is located in the left navigation menu.



5. Enter your **Old Password**, **New Password**, and then **Confirm New Password**. Select the **Save** button to save your changes when you are finished.

