

How to change your LUSD email password

Login to your email account through your internet browser using the following link:

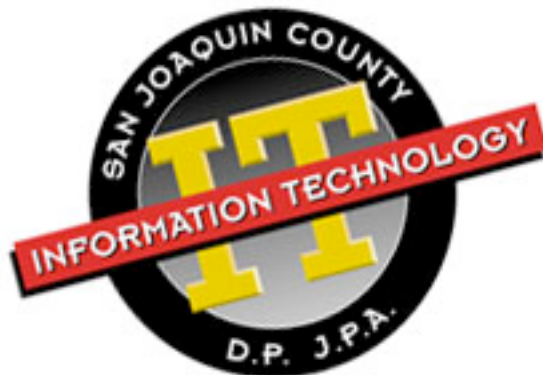
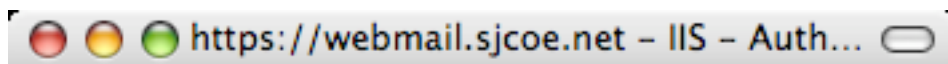
<https://webmail.sjcoe.net/exchweb/bin/auth/owalogon.asp?>

Select the "Options" tab (on the left side of the screen)

Scroll down to the bottom of the screen where you will find the link for changing your password.

Clink on "Change Password"

The following authorization window will appear.



Account	<input type="text"/>
Old password	<input type="password"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>	



Enter your email account login ID (example: Imagellan)

Enter your current password (the one that is going to expire)

Enter a new password – it must be at least 8 characters with a capital letter and number contained in it.

Enter you new password again to “Confirm” it.

Click on the “OK” button.

You should receive a message that your password has been successfully changed.

Log off of your email account (in the web browser)

Now you can access your email through Entourage using the new password. If Entourage is set to automatically login to your email account you will need to make that change, too.