Outlook Web Access Password Expiration Reset

1. If your password expires and you log into OWA you will be prompted with an expiration/change password screen [see screenshot below]
2. The domain and your username will already be filled in
3. Enter old password and then new password twice and click submit
4. Will say accepted and send you back to the owa login screen
5. Login with new password

![Outlook Web App change password]

Change Password Directions
(Online or Windows 7)

Outlook Web Access (Online): https://mail.northport.k12.ny.us/owa

1. Log into online email
2. Select Gear On Top Right of Screen[Image 1]
3. Scroll down to Change Password and select [Image 2]
4. Complete Change Password Screen: [Image 3]
   a. Domain\Username: Northport\username (Should be already filled in)
   b. Current password (password assigned by District)
   c. New password (your choice – please include upper and lower case letters and numbers)
      i. Minimum of 6 characters – recommend 8 or more
   d. Click Save
Windows 7

1. Logon to the computer using your username and password assigned by District
2. Hold down these three keys on your keyboard at the same time: CTRL   ALT   DEL
3. Click on Change a password... [Image 4]
4. Enter information [Image 5]
   a. The first box should be prefilled with: NORTHPORT/your username
   b. Old password (password assigned by District)
   c. New password (your choice – please include upper and lower case letters and numbers)
      i. Minimum of 6 characters – recommend 8 or more
   d. Confirm password (enter same password you created) and click on arrow

If you need assistance please contact the Instructional Technology Resource Teacher (ITRT) at your school or call the computer help desk at x6899 or 262-6899.

Instructional Technology Resource Teachers
- Bellerose, Norwood, Ocean: Jennifer Baranaskas
- Dickinson, Fifth, Pulaski: Rose Florio
- East Northport Middle: Brendan Colfer
- Northport Middle: Craig Stanton
- Northport High: Danielle Milazzo, Matt Gorman

Judy Proscia
Administrator of Technology