**Password Change on a Macintosh OS X**

### Step 1
Launch your internet browser.

**Tested on Safari, Firefox, Netscape, Opera, and Internet Explorer.**

Type (http://owa.nl.edu)

Click the button (Click Here To Login)

### Step 2
**Login Screen**

**Name:** your email user name

**Example:** John Smith (john.smith)

**Password:** your email password.

If you are unaware of what your user name and password is, please call the Help Desk 866-813-1177

### Step 3
**Microsoft Outlook Web Access**

You should be logged into your email.

Click on "Options", located on the left side of the screen.
### Step 4

**Change Password**

Scroll to the bottom of the page.

Click on “Change Password”.

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### Step 5

**Change Password Utility**

A password utility window will pop up and allow you to change your password.

- **Domain**: NLUMASTER
- **Account**: your user name i.e: john.smith
- **Old password**: your current password.
- **New password**: must have lower case, upper case, and special character or number.
  
  i.e: Swingline1 or S!mpsons
- **Confirm new password**: retype new password.

Click OK.