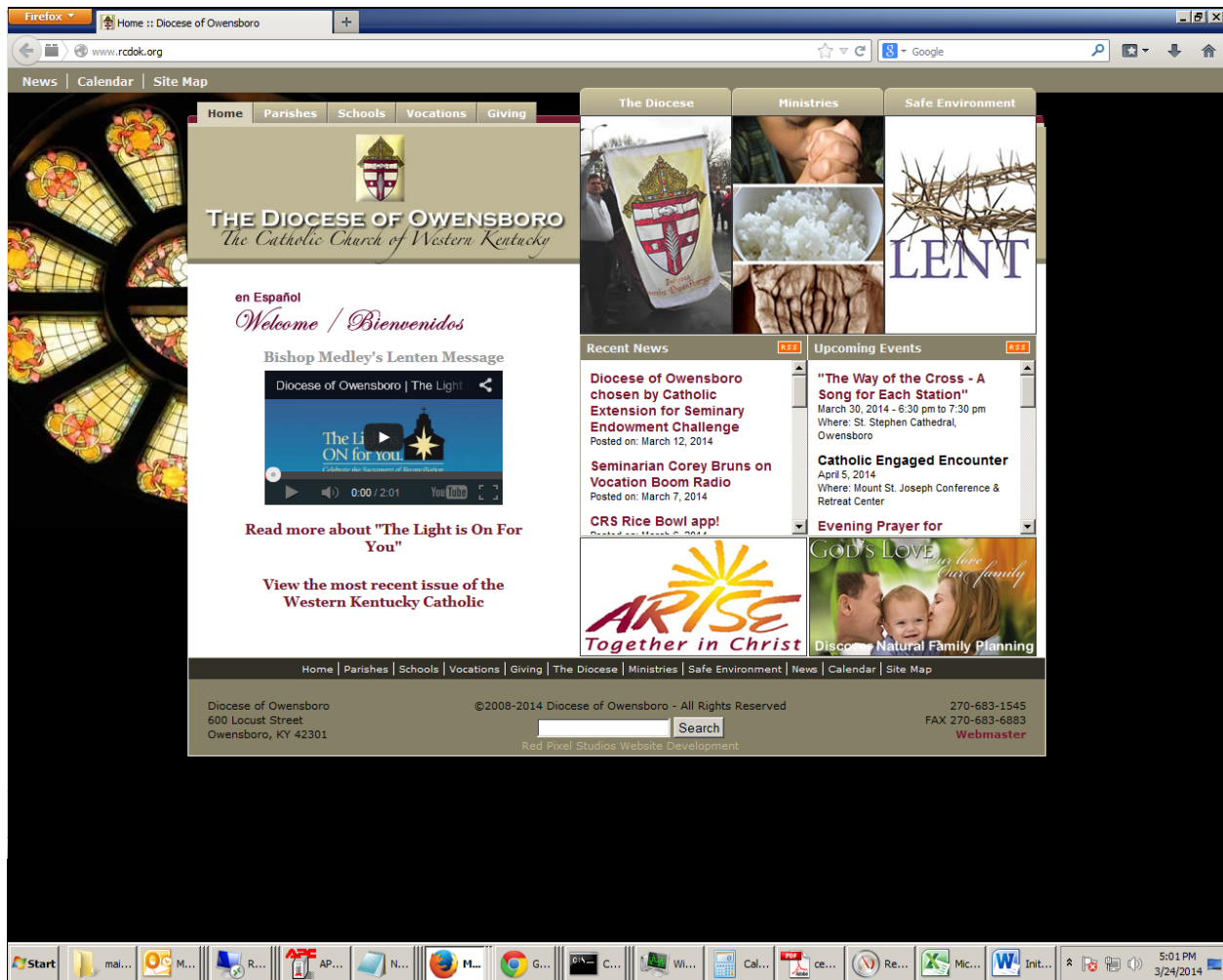
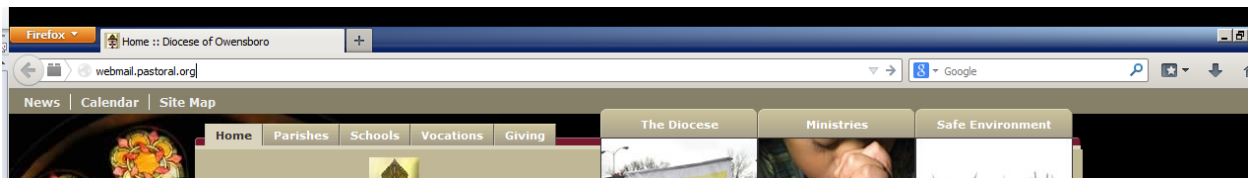


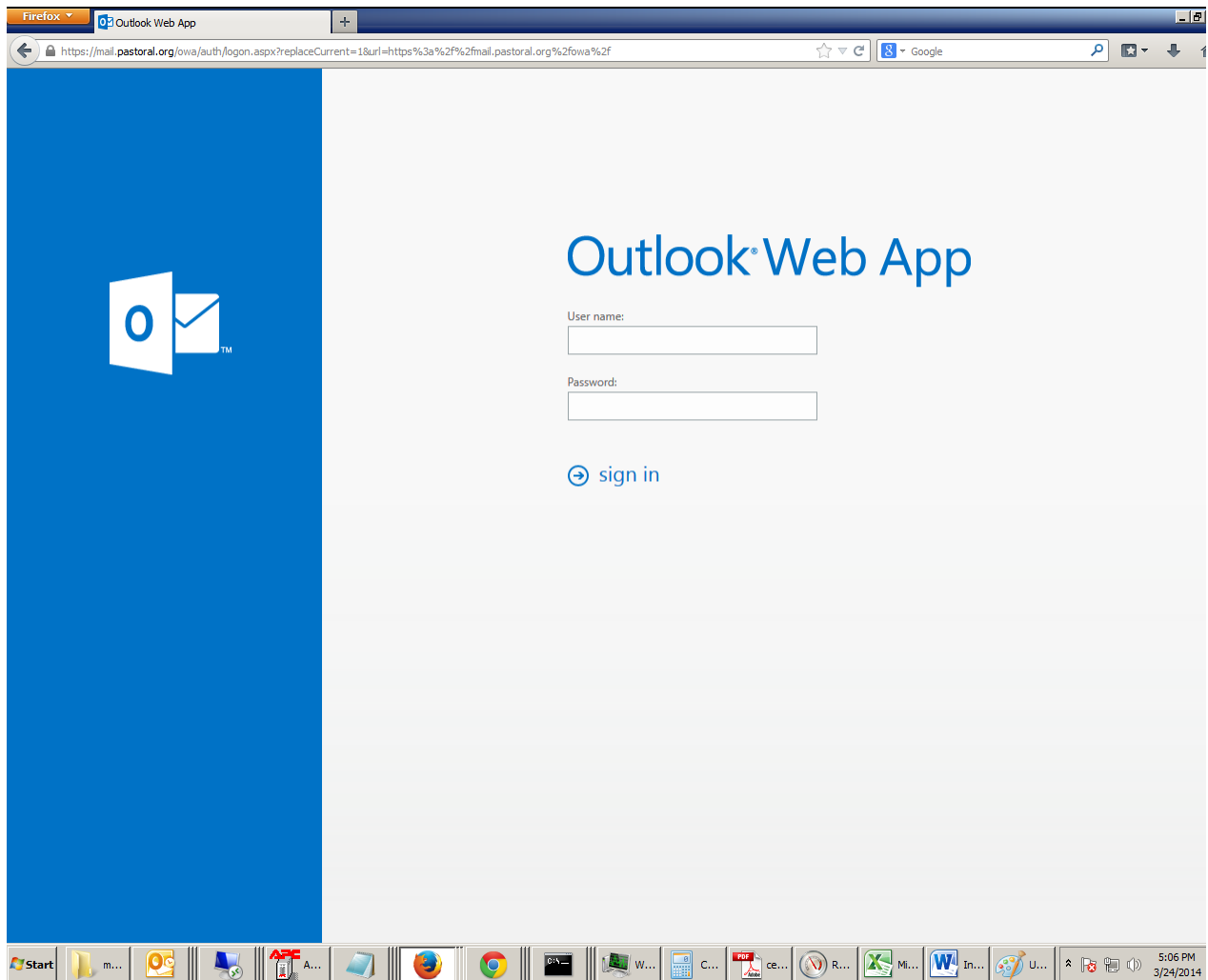
1. Open a web browser



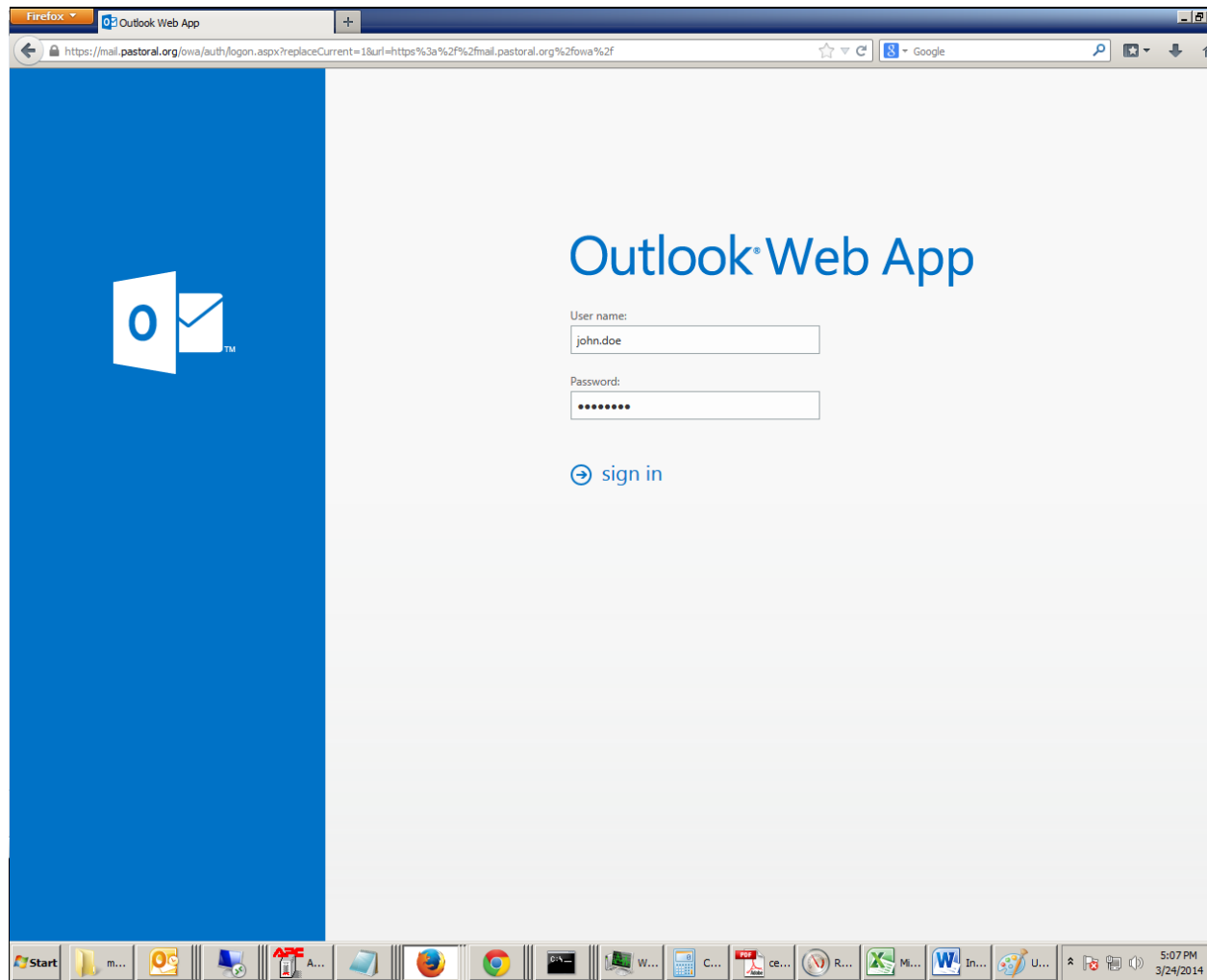
2. Type "webmail.pastoral.org" into the address bar (not the search bar) and press enter.



3. This should bring you to the webmail log in page.



4. Enter your username (firstname.lastname) and your temporary password then click “sign in”.



5. This will bring you to a webpage where you must change your password. Three pieces of information are needed.

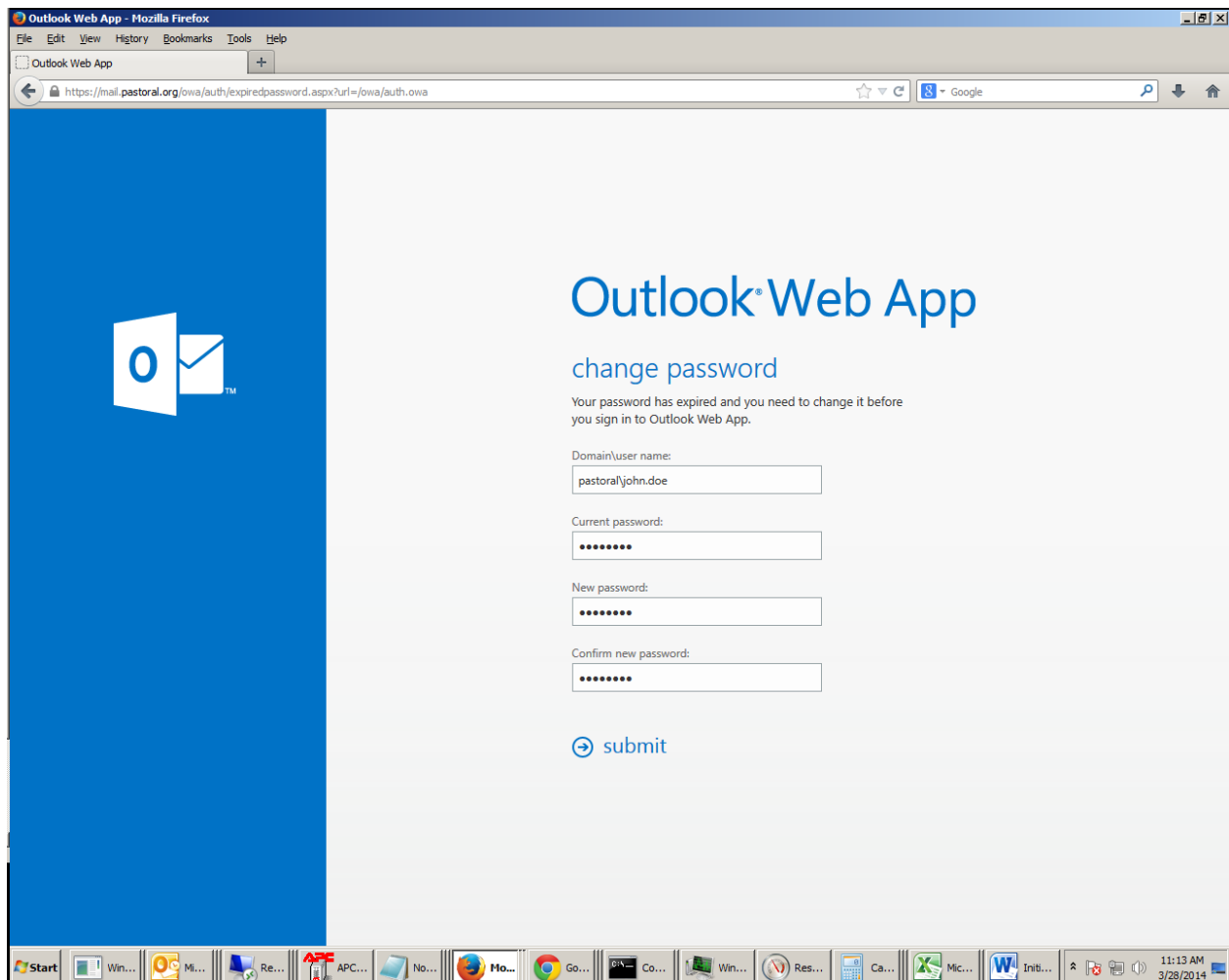
First domain\username which in this example is pastoral\john.doe (the backslash key is usually found above the enter key). **“John.doe” will not work, it must be “pastoral\john.doe”.**

Second, your temporary password .

Third, your new password, which must be entered twice to help prevent typos.

Your new password must be at least 8 characters long and contain an upper case character, a lower case character and a number or symbol.

Click “submit”.



The screenshot shows a Mozilla Firefox browser window displaying the Outlook Web App password change page. The address bar shows the URL: <https://mail.pastoral.org/owa/auth/expiredpassword.aspx?url=/owa/auth.owa>. The page features a large blue sidebar on the left with the Outlook logo. The main content area is white and contains the following text and form elements:

Outlook® Web App

change password

Your password has expired and you need to change it before you sign in to Outlook Web App.

Domain\user name:

Current password:

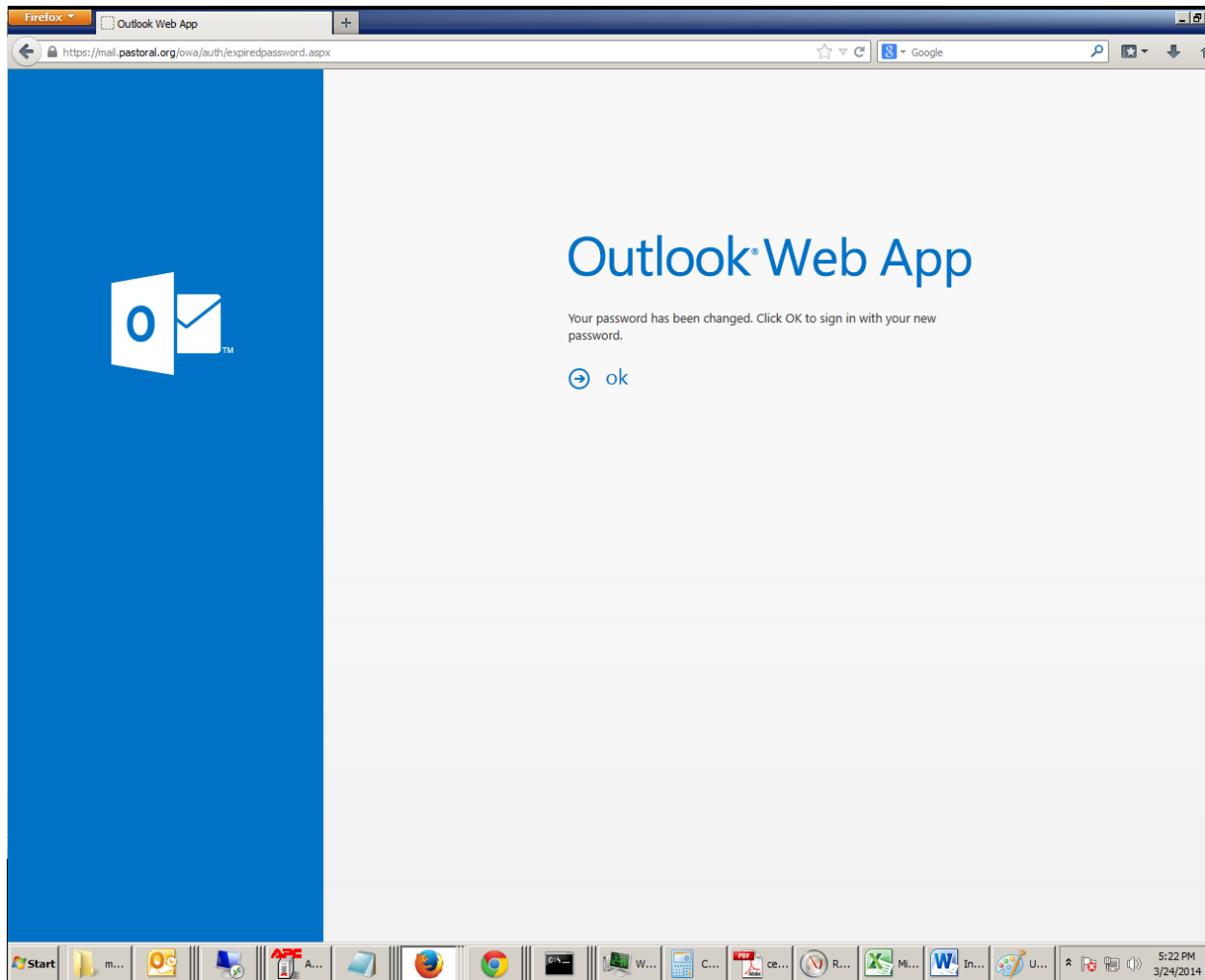
New password:

Confirm new password:

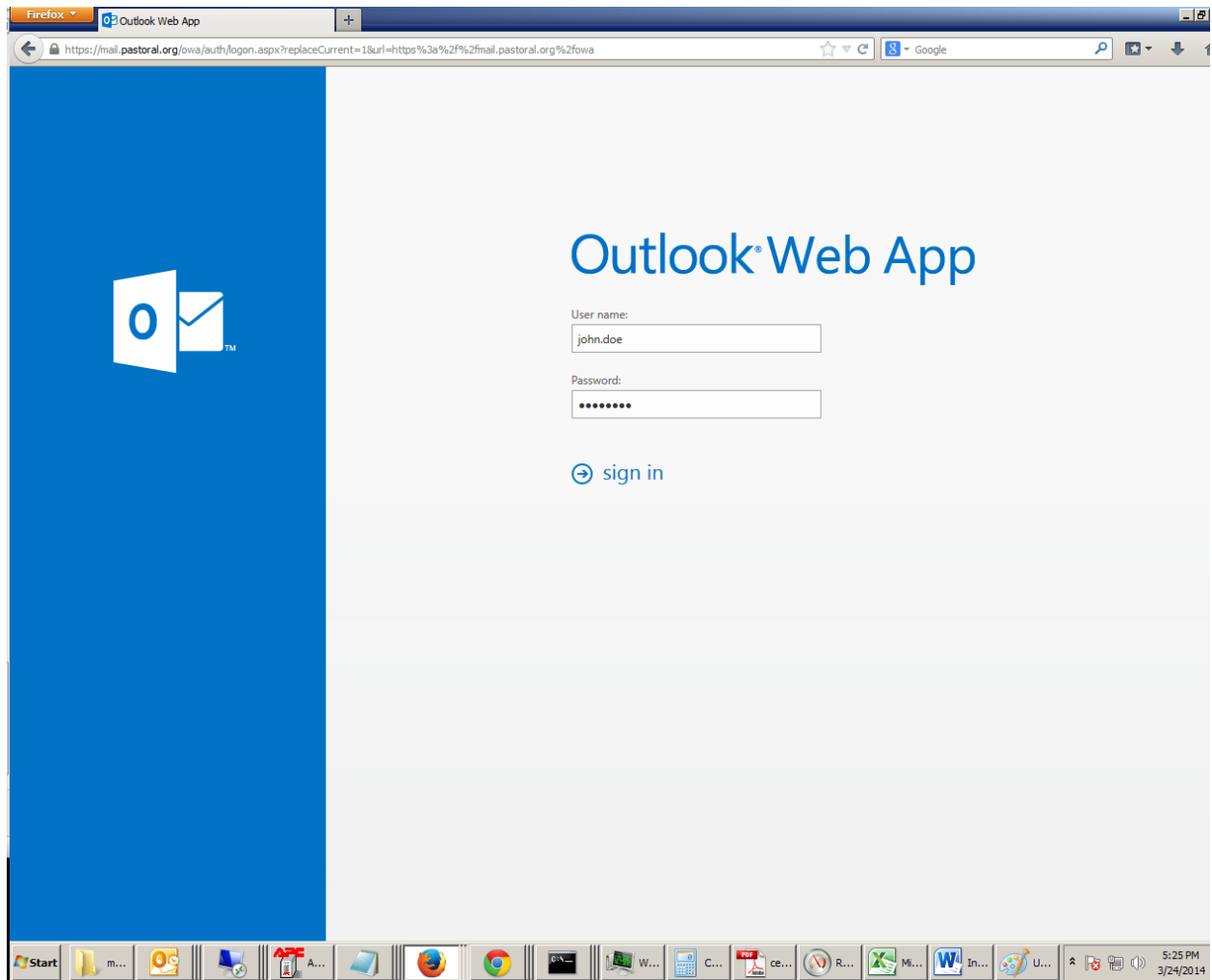
[submit](#)

The Windows taskbar at the bottom shows the Start button and several open applications, including Word, Excel, and various system utilities. The system clock in the bottom right corner indicates the time is 11:13 AM on 3/28/2014.

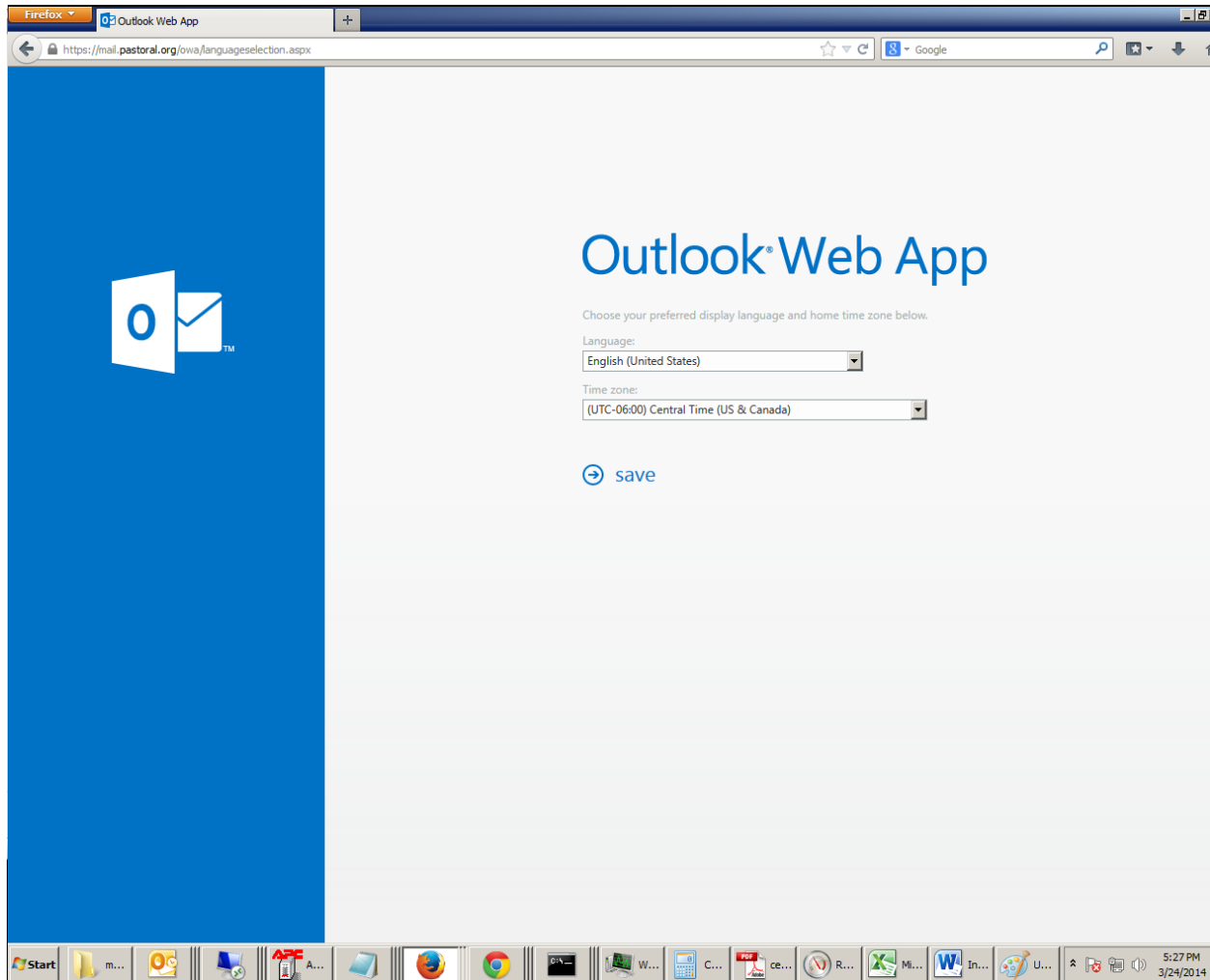
6. Once your password has been changed you will see a confirmation and then the server will require you to log in with your new password. Click OK.



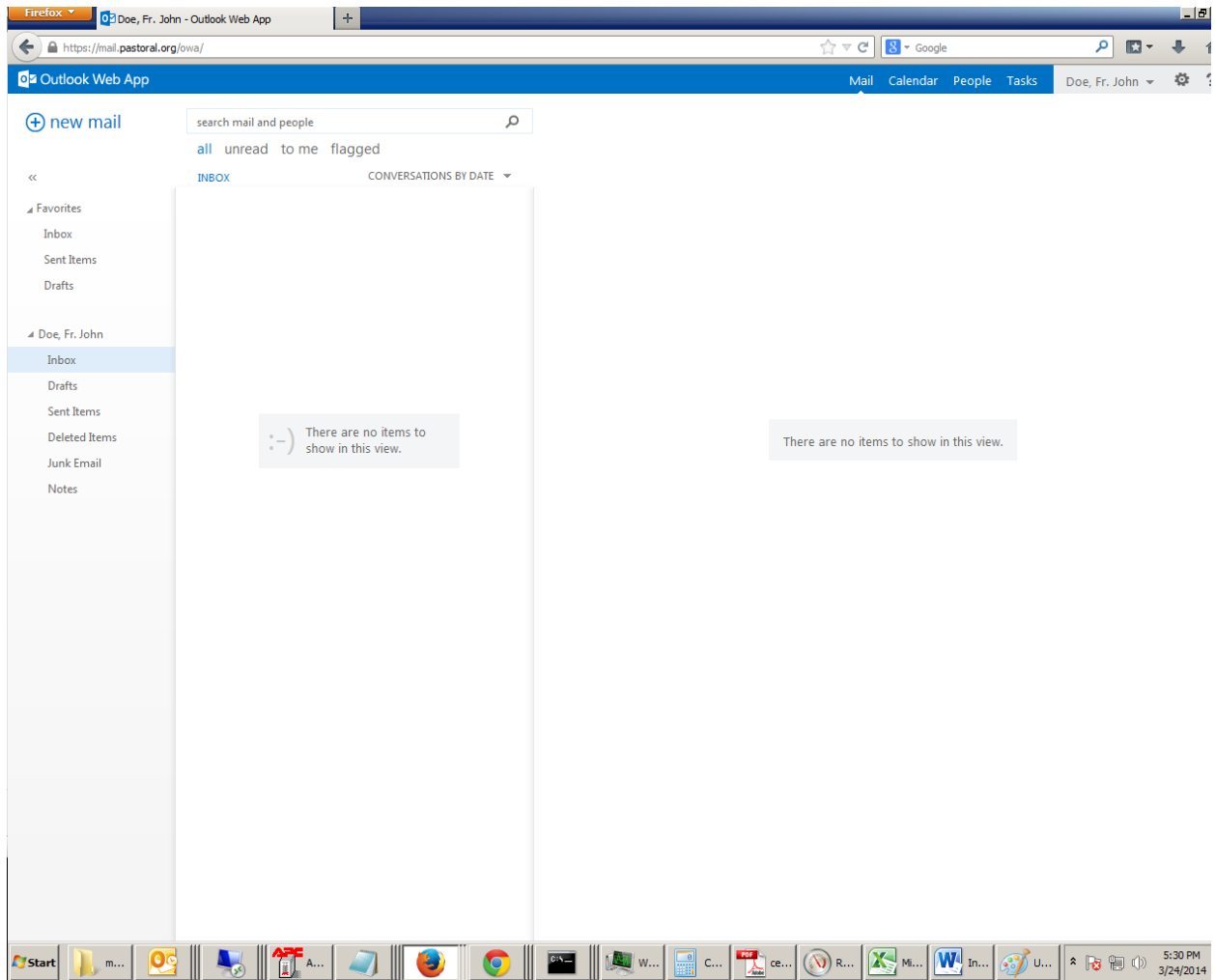
7. Enter your username and new password then click “sign in”



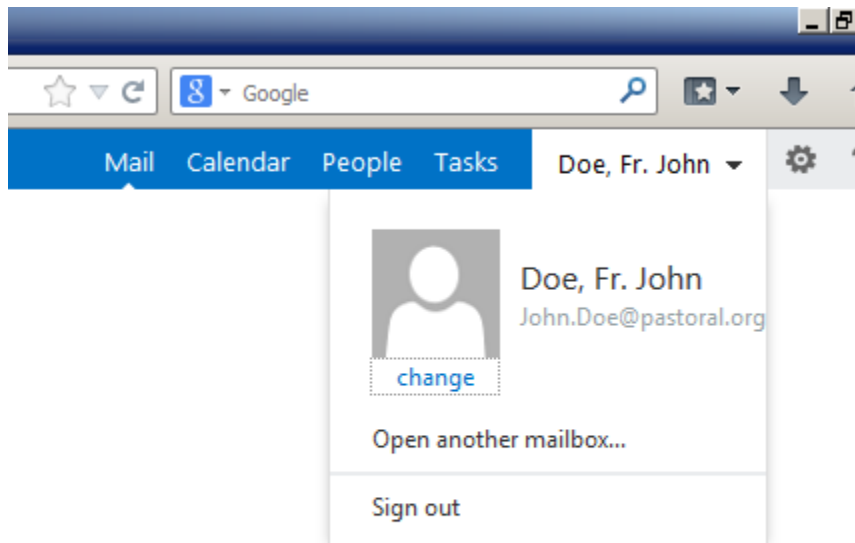
8. You now just need to set your language and time zone. Choose your language preference and then for most people the time zone can simply be left at UTC-6:00 Central Time (US & Canada). If you live in a different time zone change this to your time zone. Click “save”



9. This will bring you to a web page where you can see your e-mail.



10. When done, click on your name in the upper right hand corner of the web page and choose “Sign out”. THIS IS IMPORTANT so that no one else can access your e-mail.



11. This will bring you back to the main login page confirming that you have logged out.

