

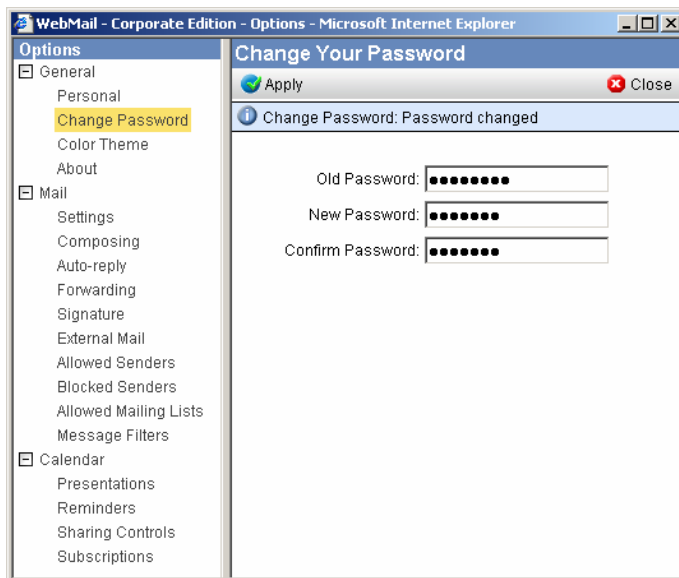
# Changing Your Internet Email Password For Outlook 2002 Users

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1. Log in to Webmail at <https://mail.oakgov.com/wm>.
2. From the **Webmail** screen, click the **Options** link found near the top right corner of the web page.
3. From the **General** option, click the **Change Password** link.
4. Type your **current password** in the **Old Password** text box.
5. Type your **new password** in the **New Password** text box.

**Note:** You cannot use your old password, last name or your user name as the new password. Your password must be **at least 5 characters** or longer.

6. Type your **new password** again in the **Confirm Password** text box.
7. Click the **Apply** button.



8. You will receive a **Change Password: Password changed** message confirming that your password has now been changed.
9. Click the **Close** button.
10. Click the **Sign Out** link to exit Webmail.
11. From **Outlook 2002**, click **Tools...E-mail Accounts** from the menu bar.

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12. From the **E-mail Accounts** dialog box, click the radio button next to **View or change existing e-mail accounts**.
13. Click the **OK** button.
14. Click **your user name** from the **Name** list and click the **Change** button.
15. From the **E-mail Accounts** dialog box, type in your **new password** in the **Password** text box.
16. Click the **Next** button.
17. Click the **Finish** button.

Your password has now been changed.

If you have problems, please call the IT Service Center at (248) 858-8812.

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12/21/2007