



## CHANGE YOUR PASSWORD

### WCC Default Password Policy

- Passwords cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters.
- Passwords must be at least eight characters in length.
- Passwords must contain characters from three of the following four categories:
  1. English uppercase characters (A through Z).
  2. English lowercase characters (a through z).
  3. Base 10 digits (0 through 9).
  4. Non-alphabetic characters (for example, !, \$, #, %).

Other settings include:

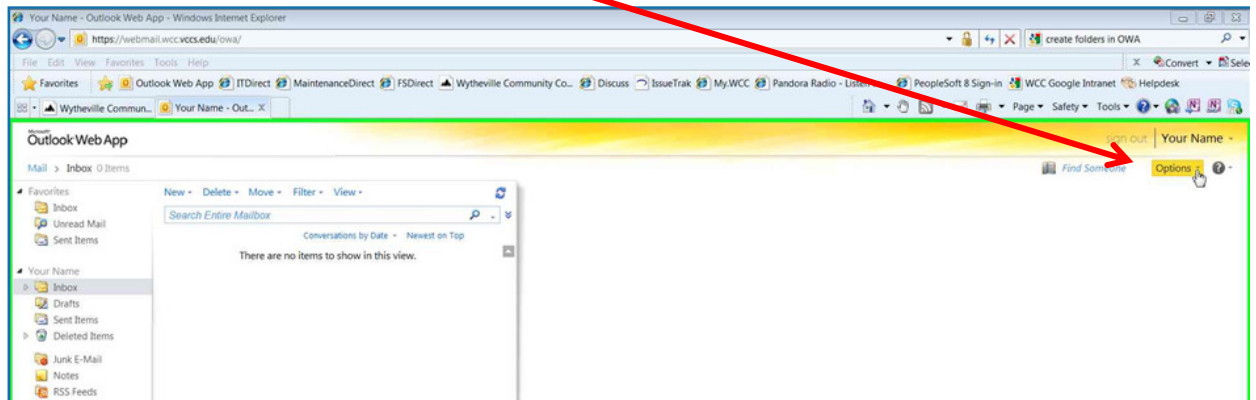
- Password history enforced - cannot use last 4 passwords
- Passwords expire every 90 days

Password changes are best done in Outlook Web Access (OWA).

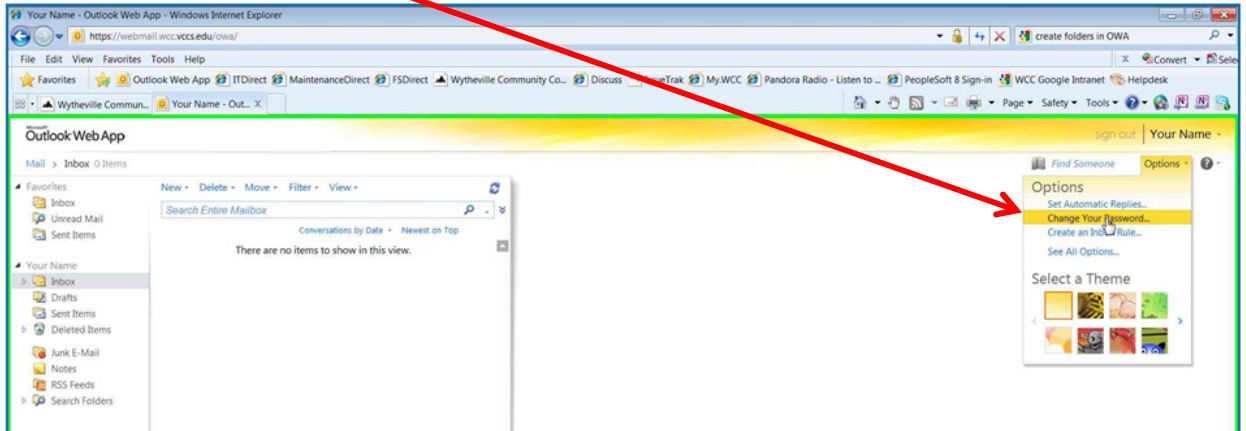
1. Begin by logging into OWA via the Access Your Outlook Email link from the WCC Employee WebMail link.



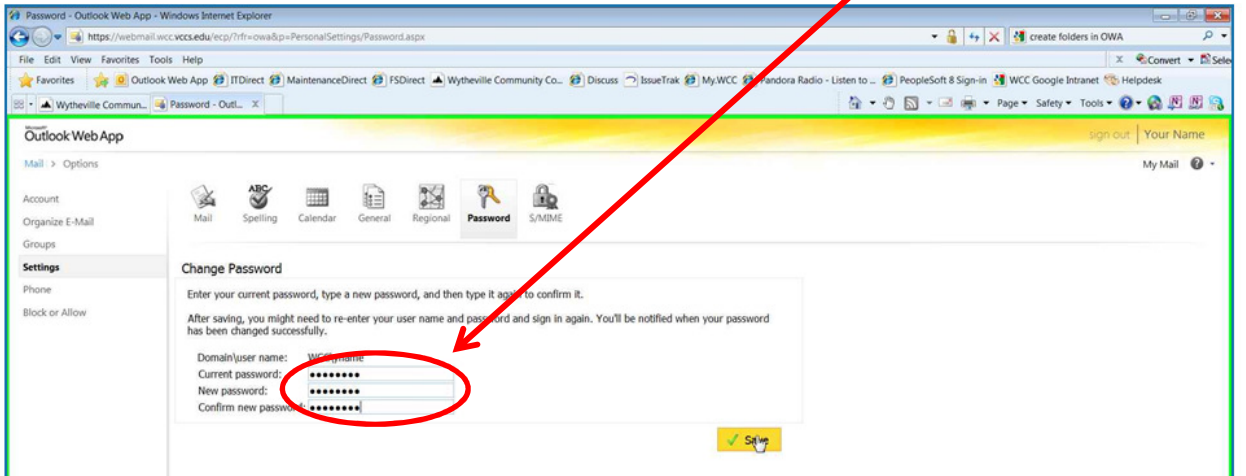
2. Click on Options in the upper right-hand corner



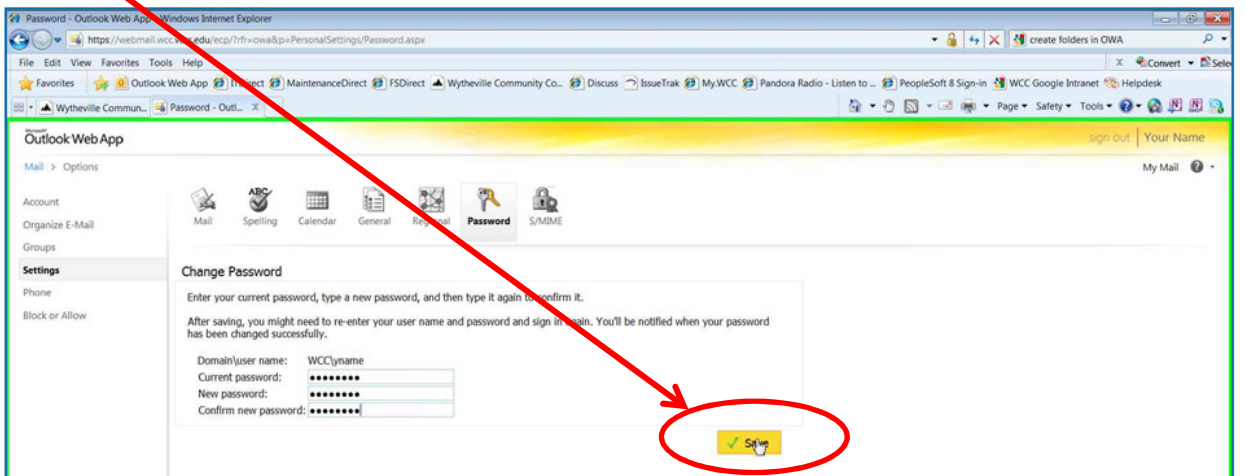
3. Click on Change Your Password



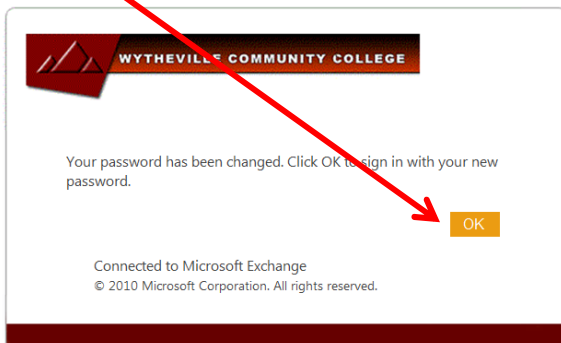
4. Fill in the Current Password, New Password and Confirm New Password fields



5. Click Save



6. Click OK



7. Log back into OWA using your new password and it will bring up the following screen. Click on Mail to return to your email screen. Or log into your Outlook Client.

