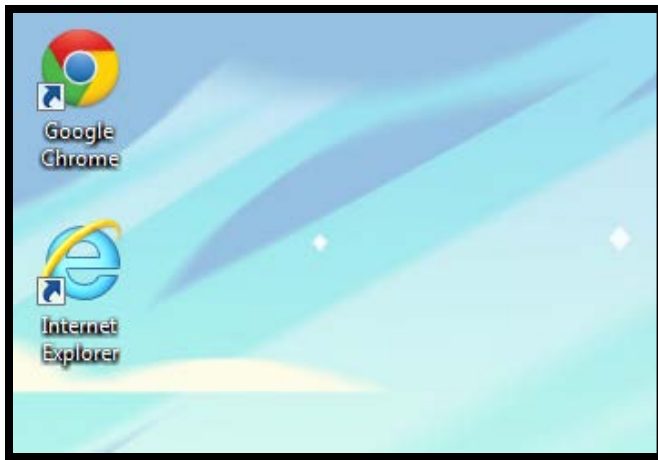
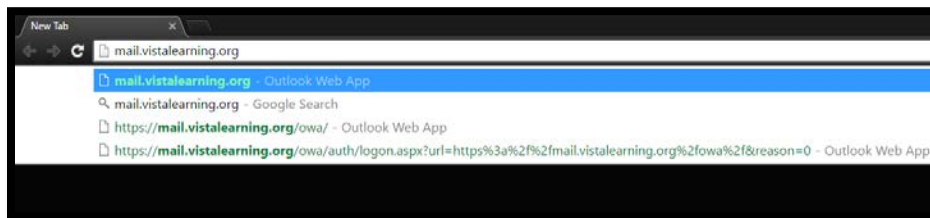


Changing Your Outlook Password in Outlook Web Access

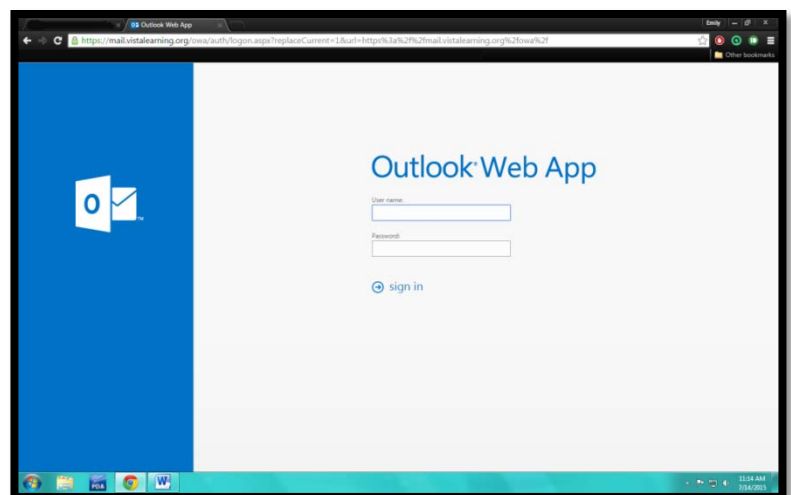


Open a web browser of your choice.

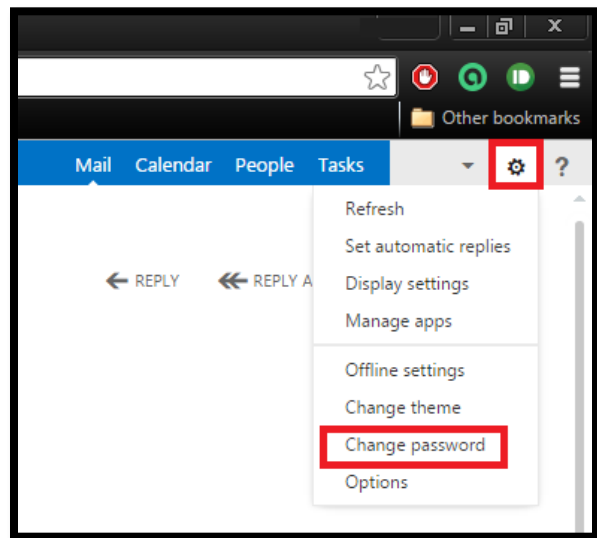


In the address bar, type **mail.vistalearning.org** and hit enter.

Enter your **full** email address as the username, and enter your Outlook password in the password box, then click **sign in**.



In the top right-hand corner of the screen, there should be a **gear icon**. Click it, and then navigate to the **Change password** option.



On the **change password** page, enter your current password and what you would like your new password to be. Once you're finished click **save**.

A screenshot of the 'change password' page in the Outlook Web App. The page has a breadcrumb trail: 'mail > calendar > regional > password'. The main heading is 'change password'. Below it, there is a note: 'Enter your current password, type a new password, and then type it again to confirm it.' Another note says: 'After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.' There are four input fields: 'Domain/user name:' with the value 'LTC1S\'', 'Current password:', 'New password:', and 'Confirm new password:'. A blue 'save' button is at the bottom.A screenshot of the Outlook Web App login screen. The title is 'Outlook Web App'. There are two input fields: 'User name:' and 'Password:'. Below the fields is a blue 'sign in' button with a right-pointing arrow.

You will be brought back to the login screen. Re-enter your email address, and type your new password and click **sign in**.