

Changing the Password on your GREENEESC.ORG Email Account

Please READ this ENTIRE document BEFORE attempting to change your password.

Important Account Information:

(using an email address for JOHN DOE as the example):

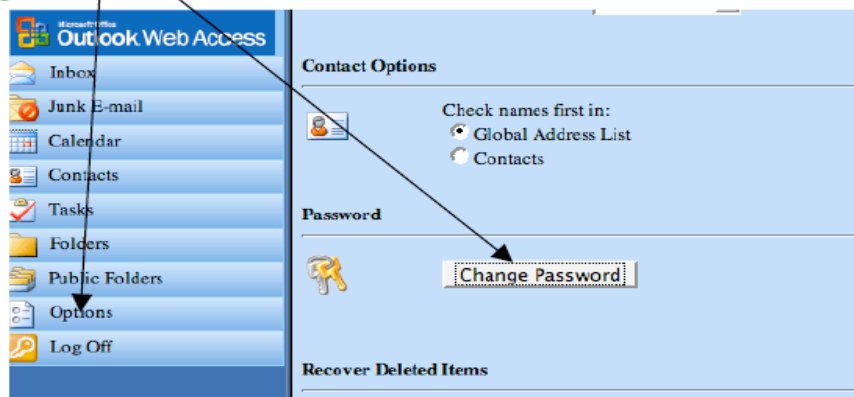
DOMAIN: dsl

Account (user ID): gcb_jdoe

Password: you have to know your own password

PART 1: Instructions IF you are receiving an email notice saying your email password is ABOUT to expire:

- Go to the Greene ESC web site: www.greeneesc.org
- Click on “For GCESC Staff”, then choose “WebMail”
- Log in to the email system using the above account information
- Click on **OPTIONS** in the left Column, then scroll down the right Column a Change Password.



- Enter the **Domain**, and **Account ID** (from info above), Old password, and New Password (also Confirm New Password) , and click OK.

Internet Service Manager

for Internet Information Server 6.0

Domain	<input type="text"/>
Account	<input type="text"/>
Old password	<input type="text"/>
New password	<input type="text"/>
Confirm new password	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>	

- Once these steps are complete, your email password has been changed.

PART 2: Instructions IF your email password HAS ALREADY expired.

Q: How will I know if it is already expired?

A: You will not be able to log in to the Outlook Web Access site to check your email. You will most likely see the following window on your screen when you try to login to the web-based email system.



Internet Service Manager
for Internet Information Server 6.0

Error number: -2147023545

[**Back**](#)

Then, when you click the Back button, you will see this window:



Internet Service Manager
for Internet Information Server 6.0

Account

Old password

New password

Confirm new password

To change your password from the above window, enter:

Account= dsl\gcb_jdoe

(this is a combination of the domain\account (user ID) from the previous page. John Doe is being used for this example)

- Then enter your **old email password**.
- Next, enter a **new password** (at least 6 characters), then re-enter it in the “confirm” field.
- Click OK. Your password has been changed.

- **IMPORTANT: IF** you have been using an email client (such as Entourage, Mail, or some other program (besides the Outlook web interface) to check your email, you need to enter the new password into your account settings in that client (this only involves a few people)