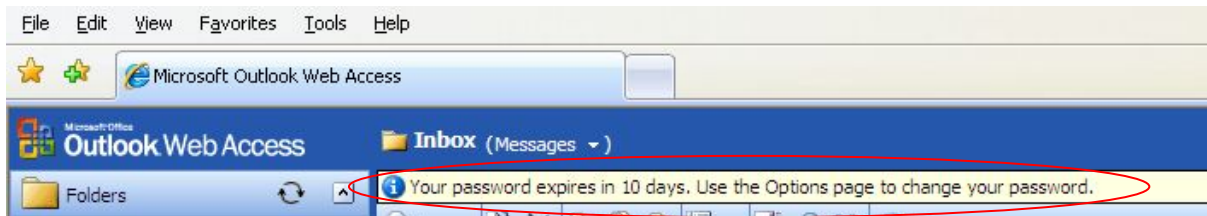


Information Services

Outlook Web Access (OWA) and Password Expiry

Outlook Web Access (OWA) users will be notified up to 14 days in advance if their Active Directory (AD) password is due to expire, as follows:



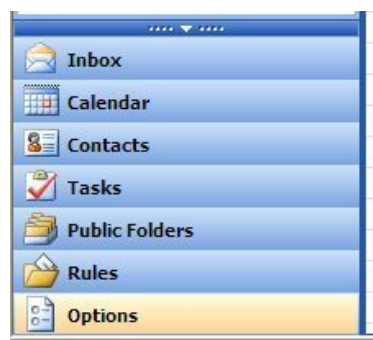
It should be noted that this status bar will disappear when the user starts to click on emails/folders and the screen refreshes, so users are advised to look out for it when initially logging in.

Please note there are other systems which require the same password (Full AD login in Teaching Rooms, WebCT, Portal, Wireless, iPhone, etc).

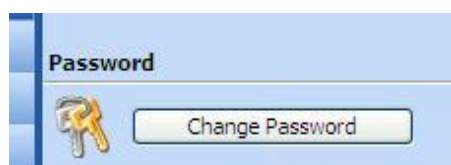
Users can change their password either directly in OWA or via the Online Password Changer.

Method 1 – Password Change via OWA

Within OWA, select the Options button at the bottom left of the screen.



Scroll down the Options until you reach the Password button as shown below:



You will see the following screen:



For Domain enter **AD** as shown, for 'Account' enter your staff ecode/rcode.

Method 2 – Password Change via Online Password Changer

The password can also be changed via use on the Online Password Changer, found via the email link on the University Homepage: www.ulster.ac.uk

Scroll down the Homepage and on the bottom left you will see this button:



On the Email page, either click 'Password Issues' or scroll down to the section as shown below:

Password Issues	
Staff	
Staff and Associate users should use the online Staff Password Service .	Passw Stude appea
Staff wireless users login using their current Active Directory/email password.	Stude passw passw Passw Servic
Associates of the University	
Please follow the support route (as listed above) for a staff email account.	Visito works Kiosk

Click on **Staff Password Service** and follow the instructions as prompted.