

How to change network password

Before you begin:

- You must have a valid Network Username and Password (issued by the Technology Services Department).
- You must be able to connect to the internet and access www.davisny.edu
- It is recommended to use Internet Explorer (IE) for this procedure. IE has been optimized for Outlook Webmail. You might not have the options you need if using a different browser.

Change Password – Password must be changed at next logon.

1. Open IE
2. Browse to www.davisny.edu .
3. Open “Other Content” menu and click “Campus Webmail Client” Figure 1
4. Accept security certificate.
5. On the *Outlook Web Access* page enter your network Username and Password. Figure 2.

NOTE: For new students or first-time network users your Network Username and Password will be provide by Technology Services. You will be required to change your password the first time you attempt to log into Outlook Web Access (Davis Webmail Client) Your Username is made up of your first name and last name with no space in-between (EX. firstnamelastname, janetnobody). **You must use the same name that you used when registering for classes.**

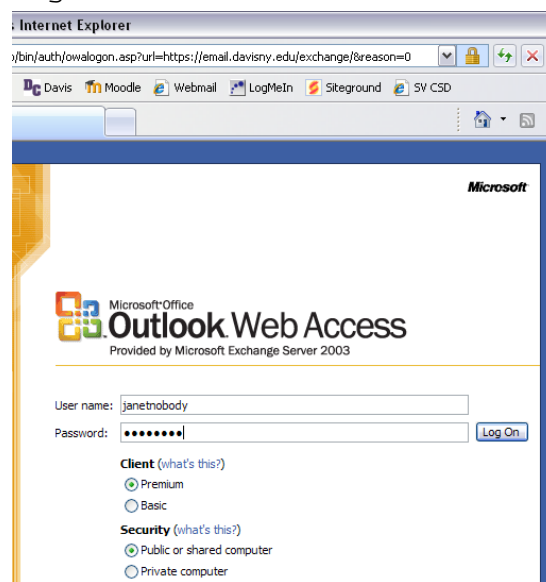
Username: firstlastname

Password: Dav1sc0llege

Figure 1



Figure2



How to change network password

6. On the Internet Service Manager page insert **dcoffice** in front of your username. Enter your *Old password* (the password given to you by the Technology Service Department) then enter your new password. Figure 3

NOTE:

You must insert **dcoffice** in front of your username.

Password must be eight characters in length and include at least one of the following: *Uppercase letter, a numeral and/or a symbol*

7. Click **OK** to change password or

Click **Cancel** to leave page without changing password or

Click **Reset** to clear the fields and start over.

8. Click link to return to Login page for *Outlook Web Access* (Campus Webmail Client) upon successfully changing your password. Figure 4
9. On the *Outlook Web Access* page enter your network Username and NEW Password. Figure 2

Change Password – Password has expired.

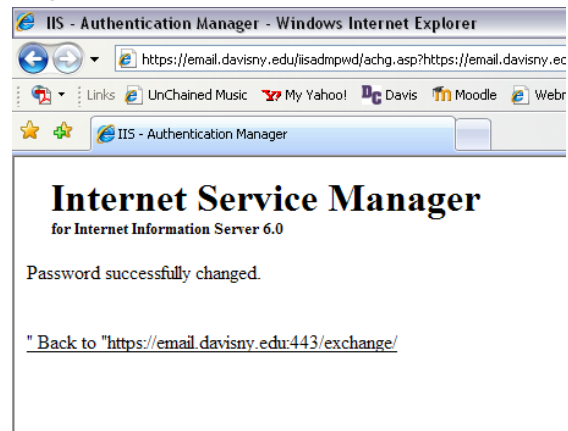
1. Open IE
2. Browse to www.davisny.edu .
3. Open “Other Content” menu and click

Figure 3



The screenshot shows a web browser window titled "IIS - Authentication Manager - Windows Internet Explorer". The address bar contains "https://email.davisny.edu/exchange/". The page content includes the title "Internet Service Manager for Internet Information Server 6.0" and a message: "Your password has expired. You can change it now." Below this are four input fields: "Username" (containing "dcoffice\janetnobody"), "Old password" (masked with dots), "New password" (masked with dots), and "Confirm new password" (masked with dots). At the bottom are three buttons: "OK", "Cancel", and "Reset".

Figure 4



The screenshot shows the same web browser window. The address bar now contains "https://email.davisny.edu/iisadmpwd/achg.asp?https://email.davisny.ec". The page content displays the message "Password successfully changed." and a link: "[Back to \"https://email.davisny.edu:443/exchange/\"](\"https://email.davisny.edu:443/exchange/\")".

How to change network password

“Campus Webmail Client” Figure 1

4. Accept security certificate.
5. On the *Outlook Web Access* page enter your network Username and NEW Password. Figure 2
6. You will be directed to a new page. (Figure 5)
7. Verify DCOFFICE is in the Domain Field
8. Type in your username (firstlastname)
9. Type in your Old password
10. Type in your New password twice
11. Press OK

Change Password – User wants to changer his/her password

1. Open IE
2. Browse to www.davisny.edu .
3. Open “Other Content” menu and click “Campus Webmail Client” Figure 1
4. Accept security certificate. On the *Outlook Web Access* page enter your network Username and NEW Password. Figure 2
5. In Outlook Web Access click “Options” (Figure 6). Scroll through options and click “Change Password. Figure 7
6. You will be directed to a new page. (Figure 5)
7. Verify DCOFFICE is in the Domain Field
8. Type in your username (firstlastname)

Figure 5



Figure 6

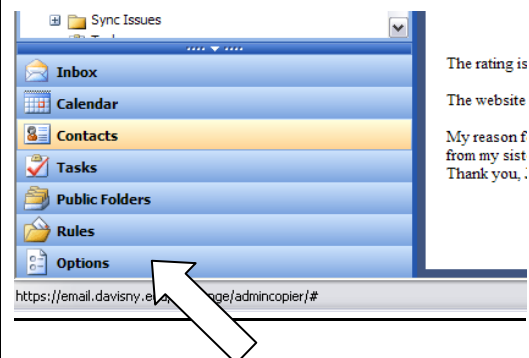
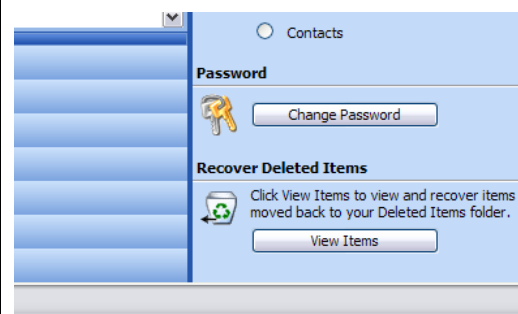


Figure 7



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9. Type in your Old password

10. Type in your New password twice

11. Press OK