

Hosted Exchange Password Change Instructions

Notebook: operations

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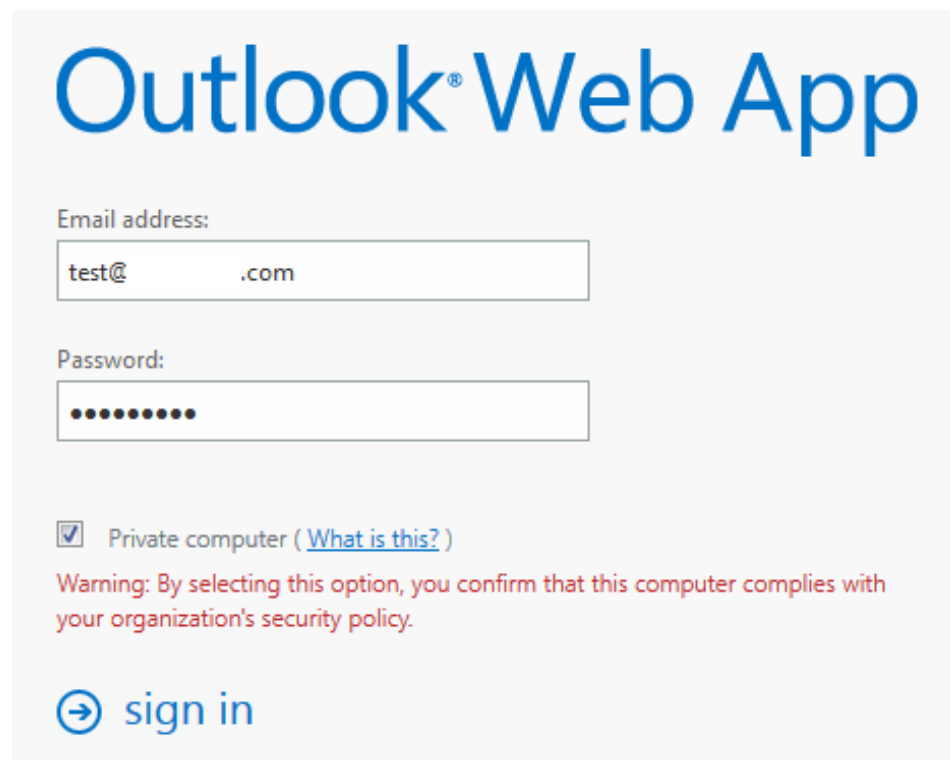
Tags: Customer Onboarding Process, hosted exchange, operations, password

URL: <https://help.emailsrvr.com/#/articles/14/>

Step 1: Use Outlook Web Access to log in for the first time and to change your password from the initial value to something that you choose.

Click here for Outlook Web Access. Enter your email address, enter your initial password, and click sign in:

<https://mex08.emailsrvr.com>



The screenshot shows the Outlook Web App login interface. At the top, the text "Outlook® Web App" is displayed in a large blue font. Below this, there are two input fields: "Email address:" with a text box containing "test@ .com" and "Password:" with a text box containing ten black dots. Underneath the password field, there is a checked checkbox labeled "Private computer ([What is this?](#))". Below the checkbox, a red warning message reads: "Warning: By selecting this option, you confirm that this computer complies with your organization's security policy." At the bottom of the form, there is a blue circular arrow icon followed by the text "sign in".

Choose your Language and Time Zone and click save.

Outlook® Web App

Choose your preferred display language and home time zone below.

Language:

Time zone:

 save

Click on gear icon in upper right corner and select Change Password from drop down menu. Enter the initial password for Current Password and then enter/confirm your New Password.

mail calendar regional [password](#)

change password

Enter your current password, type a new password, and then type it again to confirm it.

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.

Current password:

New password:

Confirm new password:

save

Step 2: Set up Microsoft Outlook 2010 on your PC

Click here for email setup wizard that you may also use for mobile devices:

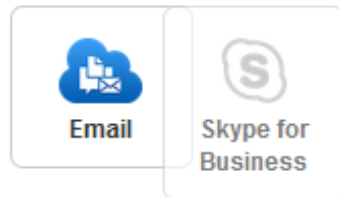
<https://help.emailsrvr.com>

email - test@yourdomain.com (use your email address)

password - the password that you use for email

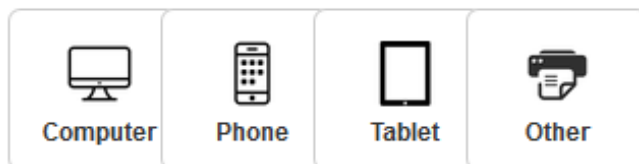
What would you like to configure? Email

What would you like to configure?



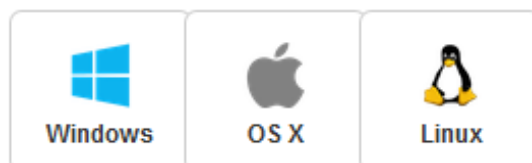
Which device would you like to configure with Email? Computer (you may repeat procedure and choose Mobile Device here)

Which device would you like to configure with Email?



Which operating system are you running? Windows

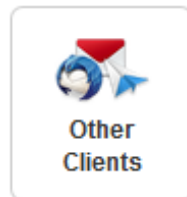
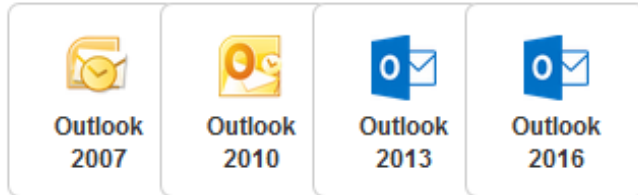
Which operating system are you running?



Which email client? Outlook 2010 or the version that you use

Which email client?

Tip: Not sure? Look at your email client icon, and compare with what you see here.



Regards,

Jim

Jim Ray, President

Neuse Networks - Managed Services Behind the Scenes, After-Hours, and Out of Your Way since 1997

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For service, email ticket@neuse.net and call 919-838-1672 option 1.

Jim practices yoga daily and formed Neuse Networks in 1997 that specializes in managed services (MSP) to remotely automate IT maintenance and to take IT labor out of the equation. He focuses on combining conventional client/server technologies with virtualization, mobility, and cloud technologies to implement computer networks for voice, video, and data. His education includes Bachelor of Science in Electrical Engineering from NC State 1985. He has been in IEEE since 1980 (Senior Member, past Chair for Eastern North Carolina Section 2010, past Chair for NC State Student Branch 1981). He lives in Cary, NC with his wife and two sons.

