



Changing Email Passwords

To Change your email password, you will first need to go to the Canyons District web mail.

Go to <http://email.canyonsdistrict.org>

Log in with your user name and password. It is most likely a number beginning with 000xxxxx.

Click Log On.

1. Microsoft Office Outlook Web Access

Security ([show explanation](#))

- This is a public or shared computer
- This is a private computer

Use Outlook Web Access Light
The Light client provides fewer features and is sometimes faster. Use the Light client if you are on a slow connection or using a computer with unusually strict browser security settings. If you are using a browser other than Internet Explorer 6 or later, you can only use the Light client.

User name:

Password:

2.

click Options

3.

select Change Password

4.

after typing your passwords, click Save

Change Password

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

After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook

Domain\user name: CANYONSDISTRICT\sallie.warnecke

Old Password: ← type your Old password

New Password:

Confirm New Password:

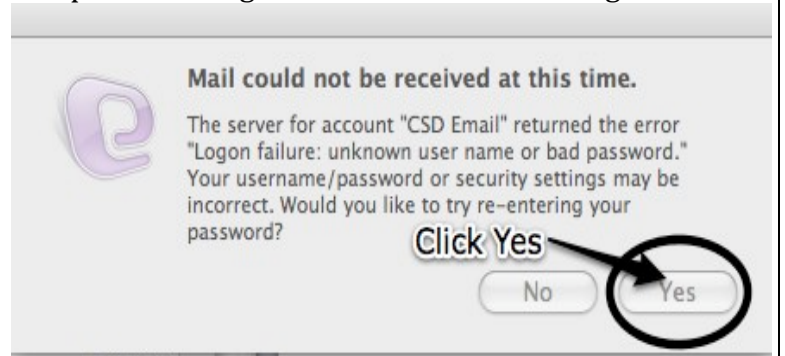


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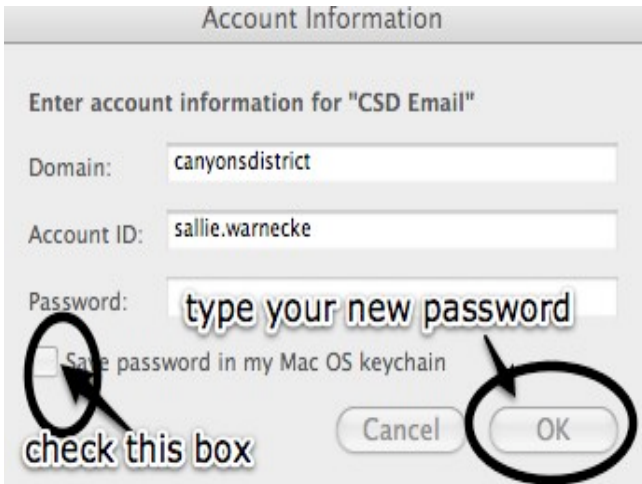
5.



6. Open Entourage. You will see this message.



7.



8. Your password is now stored, and you can use Entourage.