OWA/OIW* password change

Content

You have the alternative option to access your mailbox with OWA/OIW* (Outlook Web Access). You definately need this access to change your account password.

*OIW -The new Microsoft webfront end for eMails is now called 'Outlook in web'.

CAUTION: **You must use** the internet Explorer to change the password with OWA/OIW.

It is not possible to change the password with Outlook!

Password requirements

Please make sure your new password has minimum 8 characters and fulfills 3 of the following 4 requirements:
- capital letters (A-Z)
- small letters (a-z)
- special characters (!$#%) **but no @**
- numbers (0-9)

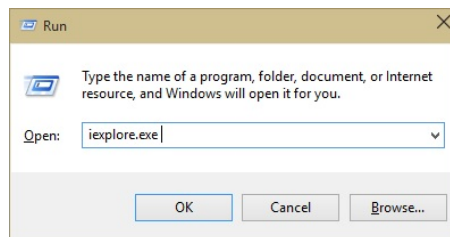| Right	Wrong	Reason
WinTer!54	S9mgf	password is too short
7#sUnny	Johanniter	no numbers or special characters
SumJJ249	@Spring024	@ symbol is used

How to open the Internet Explorer?

CAUTION: **You must use** the internet Explorer to change the password with OWA/OIW.

1 Press both keyboardbuttons
simultaneously

2 … a new windows appears.
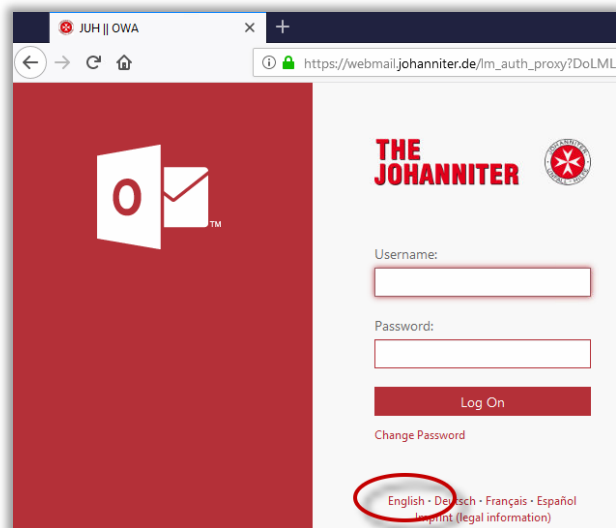Type in iexplore and press ENTER.

Change your password (OWA/OIW login)

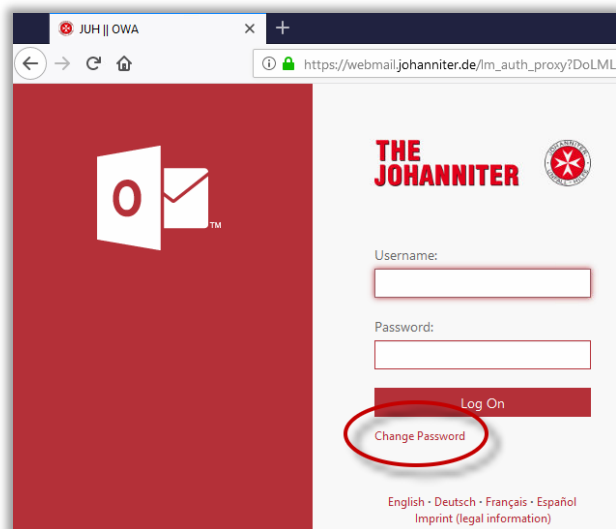CAUTION: **You must use** the internet Explorer to change the password with OWA/OIW.

1   **Open the Internet Explorer** (no Firefox, Chrome, Edge, etc.)
See also 'How to open Internet Explorer' above this page

2   Open the URL:
https://webmail.johanniter.de

3   If you open the page for the first time, change its language

4   Click at CHANGE PASSWORD

5

Very important:

Use this syntax
johannitername.surname

Example:
johanniter\\mc.abroad

6

Type in the TEMPORARY PASSWORD you got Mission

7

Choose a password you have never used before in OWA / Outlook

Type in your new password (but watch the passwordrequirements first) and confirm the new password

Click SUBMIT

8

If this message appears, everything is fine

If not, check the password rules and try it again (see also password requirements on the top)
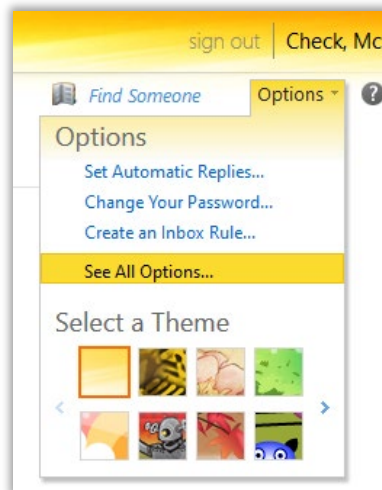
Please also have a look at the cache of your browser

Change your signature

1

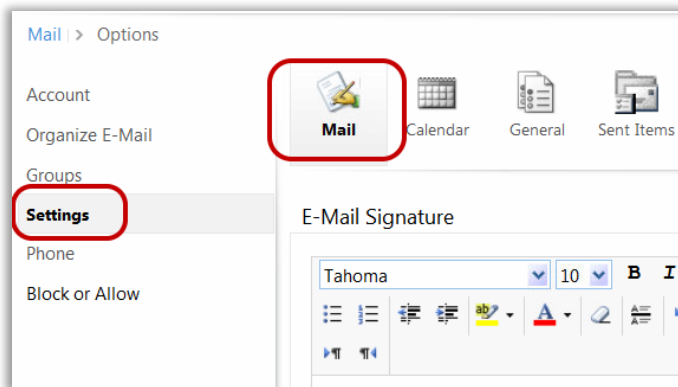Click on OPTIONS in the upper right corner.

CLICK ON SEE ALL OPTIONS

2

Click on SETTINGS on the left menue , after that klick on the Mail icon in the upper middle of the window
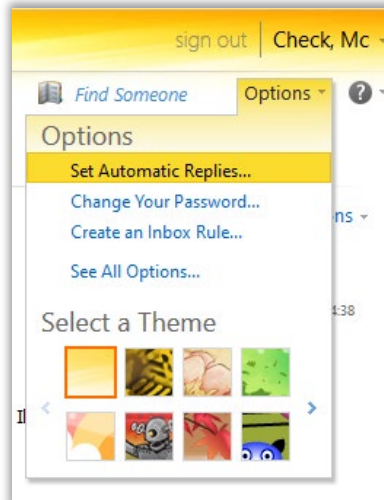
After that you can create your signature.

Don´t forget to save by scrolling down and klick on save in the lower right corner

Automatic reply

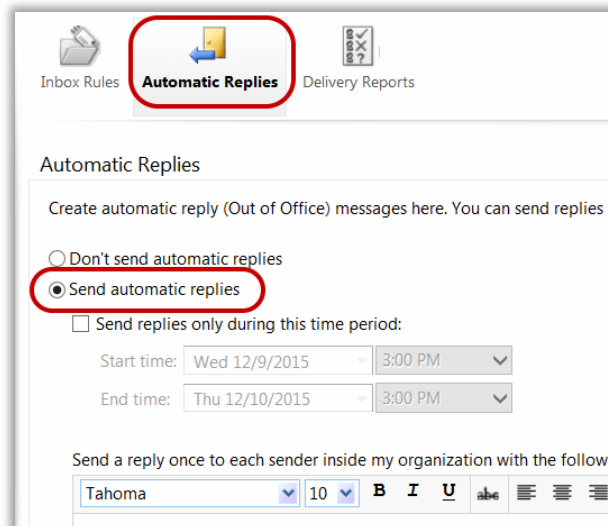**1**   Choice **Options** > **Set Automatic Replies**

2   Check the box Send **Automatic Replies.**

Now you can set a time period for sending automatic replies and write your reply message

Don´t forget to save by scrolling down and klick on save in the lower right corner

For more information visit our support site www.johanniter.de/helpdesk
or alternativ http://www.juh-medien.de/itsupport/en/main.html