

OWA/OIW* password change

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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.



Press both keyboardbuttons simultaneously







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

🖅 Run			
	Type the name of a p resource, and Windo	program, folder, docur ows will open it for you	ment, or Internet 1.
<u>O</u> pen:	iexplore.exe		Ŷ

Change your password (OWA/OIW login)

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

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



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



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





Click at CHANGE PASSWORD



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Very important:

Use this syntax **johanniter**\name.surname

Example: johanniter\mc.abroad

Type in the **TEMPORARY**

PASSWORD you got Mission

22	
Change pass	word
Your password has expired a you sign in to Outlook.	and you need to change it
Domain\user name:	
johanniter\mc.abroad	
Current password:	
•••••	
New password:	
•••••	
C	
Confirm new password:	

Submit

ohanniter\mc.abroad	
onanneer (meabroad	
ter (mc.abroad	
ier (melebroad	
NAMES OF A DESCRIPTION OF	
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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**

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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



Your password has been changed. Click OK to sign in with your new password.

⊖ OK

Change your signature

Click on **OPTIONS** in the upper right corner.

CLICK ON SEE ALL OPTIONS





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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

Mail > Options	
Account Organize E-Mail	Mail Calendar General Sent Items
Groups Settings	E-Mail Signature
Phone Block or Allow	Tahoma ▼ 10 ▼ B I IE IE IF IE IE IE IE IE
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Automatic reply

2

Choice Options > Set Automatic Replies

Find Someone	Options *	0
Options	options	
Set Automatic Replie	25	
Change Your Passwo Create an Inbox Rule	ord	ns -
See All Options		
Select a Theme		4:38
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For more information visit our support site <u>www.johanniter.de/helpdesk</u> or alternativ http://www.juh-medien.de/itsupport/en/main.html