

Email Account Password Change Procedure
Outlook Account via Web Access (OWA) (Enforced):

New Password Criteria:

1. At least 12 Characters
2. Must not contain user's account name or parts of the user's full name that exceed two consecutive characters
3. Contain characters from three of the following four categories
 - a. English uppercase characters (A through Z)
 - b. English lowercase characters (a through z)
 - c. Base 10 digits (0 through 9)
 - d. Non-alphabetic characters (for example, !, \$, #, %)
4. Password must not match last 4 passwords used
5. Password will expire in **365 days (1 year)**

IMPORTANT: READ BEFORE PROCEEDING

- Do not change your password by yourself before the IT notified time, if you do, you will have to change it again when IT enforces it.
- You won't be alerted that your password has been reset on any applications, you need to manually change it on a Web Browser using Link: <https://mail.fdlrez.com/owa>
- If you are automatically logged out from outlook email, that means your password has been reset at the pre-determined Date and Time by the IT Division, that will be communicated ahead of time.
- You must know your old password, if you do not remember your old Password, contact IT Support before the date and time of password reset.
- In step 3, make sure you are entering username in format MAIL\USERNAME, DO NOT use your email address here. Your username is the first part of your email address USERNAME@FDLREZ.COM.

SCOPE:

This password change affects the following applications:

- All Sharepoint sites
- Time card login
- ANOC
- ACMS
- Unified
- WKLK Admin
- Returning Employee form

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Step 1:

Access the web portal for login

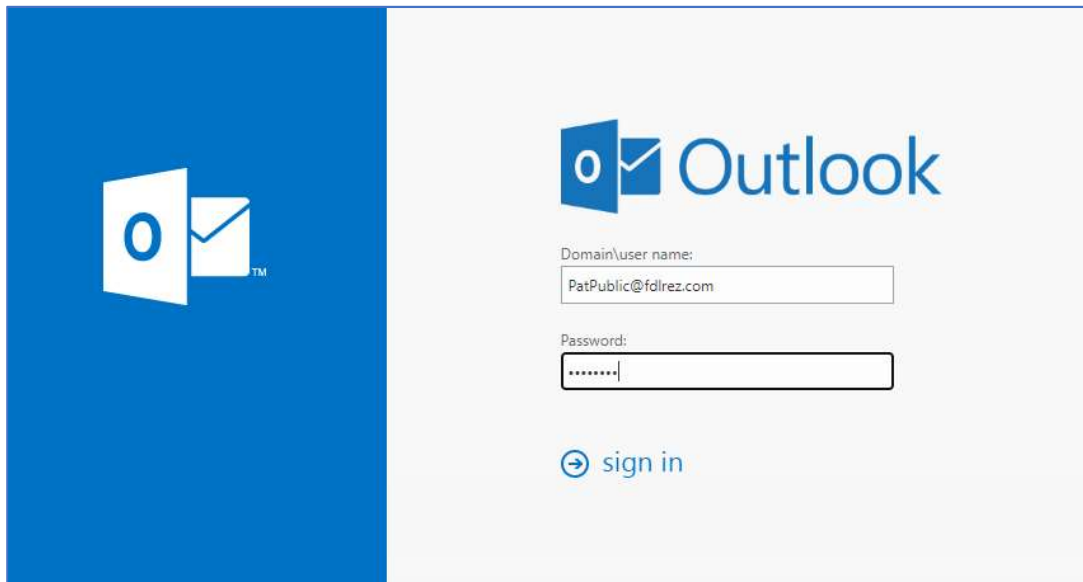
- On your browser address bar type <https://mail.fdlrez.com/owa>
- Alternatively, you can go to the Quick Links → Staff Email link on FDLREZ.COM



Step 2:

Login with your current login credentials on the Outlook Web Portal as shown below.

(Note: Use your full email address i.e. USERNAME@FDLREZ.COM and your current password.)

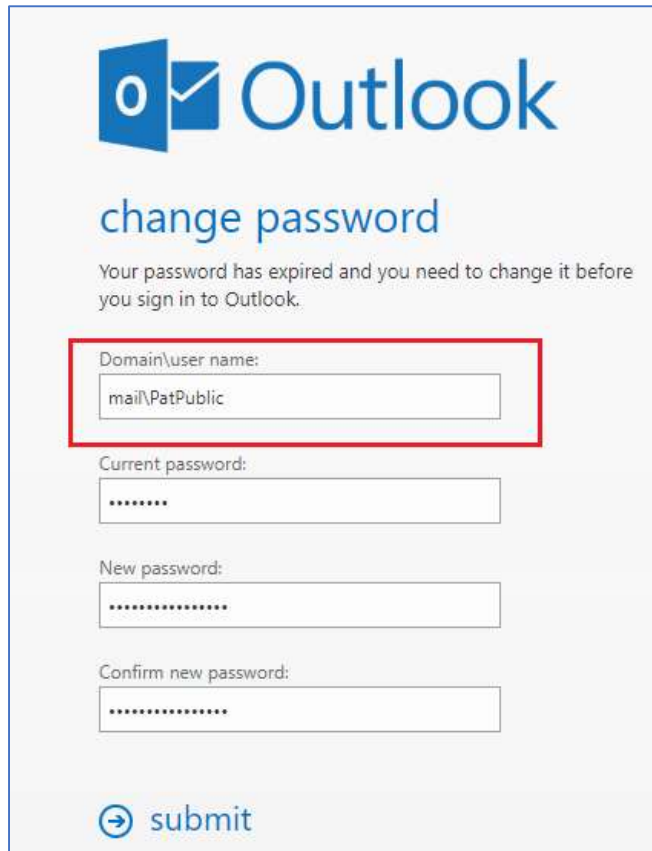


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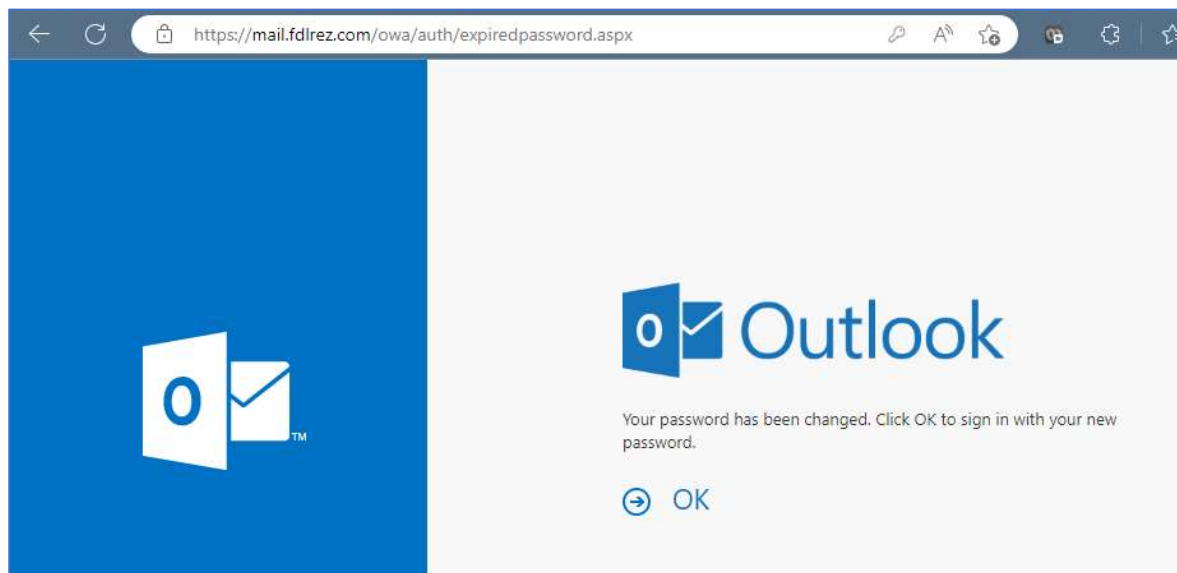
Step 3:

You will be prompted to change password.

- a) In the first box your input must follow the format **[MAIL\USERNAME]**
- b) Enter your current password followed by new passwords
- c) The new password must meet the length and complexity requirement



The screenshot shows the Outlook 'change password' interface. At the top is the Outlook logo. Below it, the text reads 'change password' and 'Your password has expired and you need to change it before you sign in to Outlook.' There are three input fields: 'Domain\user name:' with the value 'mail\PatPublic' (highlighted by a red box), 'Current password:' with masked characters, 'New password:' with masked characters, and 'Confirm new password:' with masked characters. A 'submit' button with a right-pointing arrow is at the bottom.



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Step 4:

You will be prompted to login again using the new password. Login Using your email address **USERNAME@FDLREZ.COM** and new password.

Congratulations!! You have successfully changed your password!

Thank You!