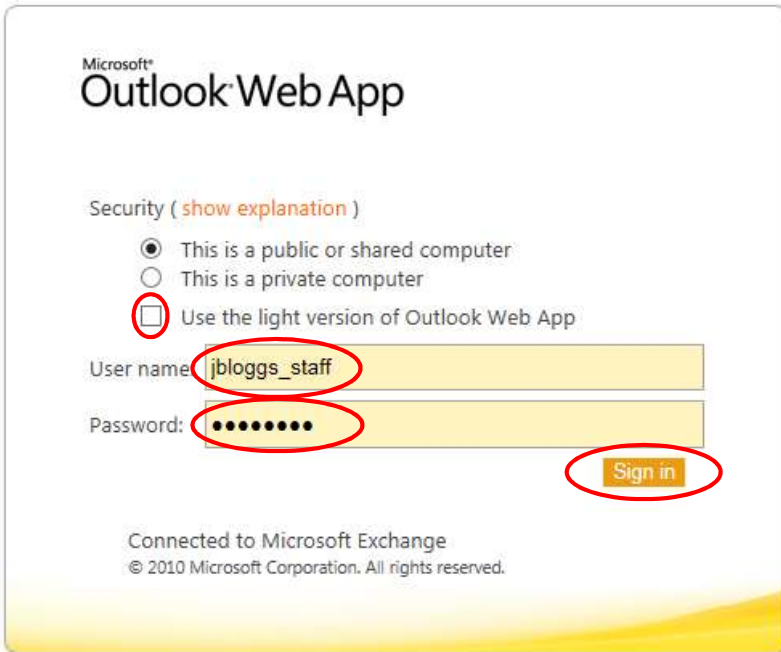


# KEGS

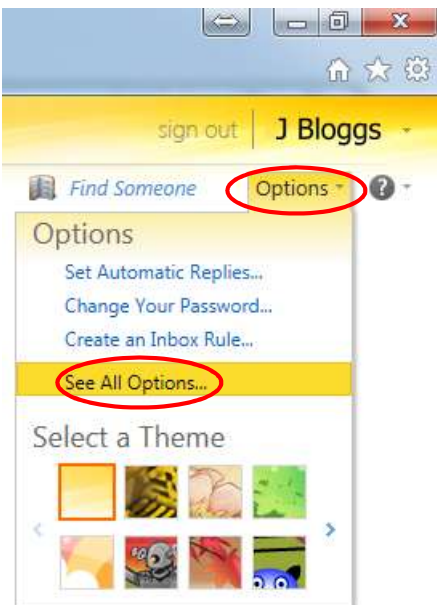
## How to change your password from home

Using your internet browser (e.g. Internet Explorer), browse to <https://webmail.kegs.org.uk>

When the login page appears, enter your current username and password, and click Sign in. Ensure "Use the light version of Outlook Web App" is *not* ticked.



Once signed in, click Options (under your name in the top right corner) and then click See All Options...



Click on Change your password

Shortcuts to other things you can do

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Tell people you're on vacation



Learn how to get Direct Push e-mail on your mobile phone



Connect Outlook to this account



Change your password

On the next page, enter your current and new passwords as appropriate, and click Save. Your new password must contain at least 6 characters, will last 60 days. You will be unable to re-use the last 6 passwords you have chosen.

### Change Password

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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.

Domain\user name: KEGS\jbloggs\_staff

Current password:

New password:

Confirm new password:



You have now changed your password.