
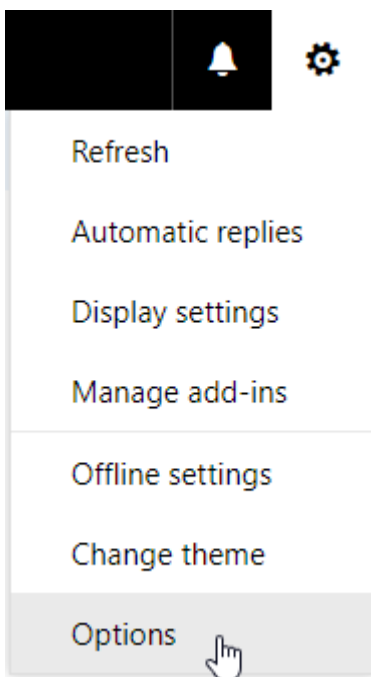


# Change Hosted Exchange Mailbox Password

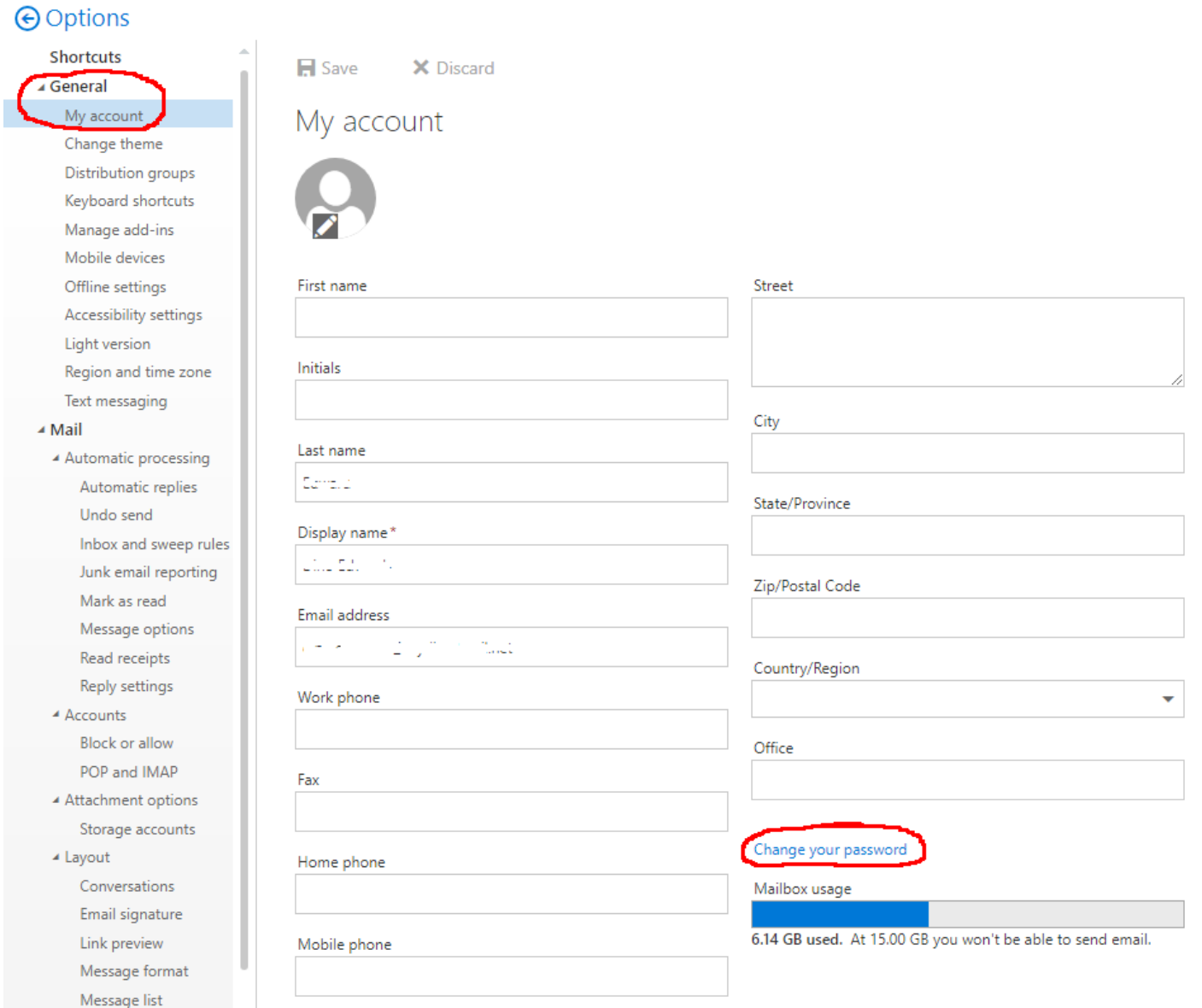
1. Access Outlook Web at <https://ex.mail.ovh.ca>
2. After succesful logon, click on the  icon on the top right-hand corner.
3. On the resultant menu, click on **Options (Figure 1)**.

**Figure 1**



1. In the **Options** page, click on **General --> My Account --> Change your password (Figure 2)**.

**Figure 2**



1. In the **Change password** page, enter your current password in the **Current password** field, enter the new password in the **New password** field, re-type the new password in the **Confirm new password** field and click the **Save** button (**Figure 3**).

**Important:** Your password must be at least 8 characters, it must contain at least 1 number and 1 special character.

**Figure 3**

✓ Save    ✕ Discard

## Change password

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 username and password and sign in again. You'll be notified when your password has been changed successfully.

Email address:	<input type="text" value="dino@edwards.com"/>	
Current password:	<input type="password" value="*****"/>	Enter your current password.
New password:	<input type="password" value="*****"/>	
Confirm new password:	<input type="password" value="*****"/>	

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Revision #2

Created 2020-11-21 09:40:04 UTC by Dino Edwards

Updated 2021-12-22 22:27:39 UTC by Dino Edwards