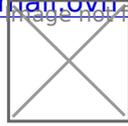


# Change Hosted Exchange Mailbox Password

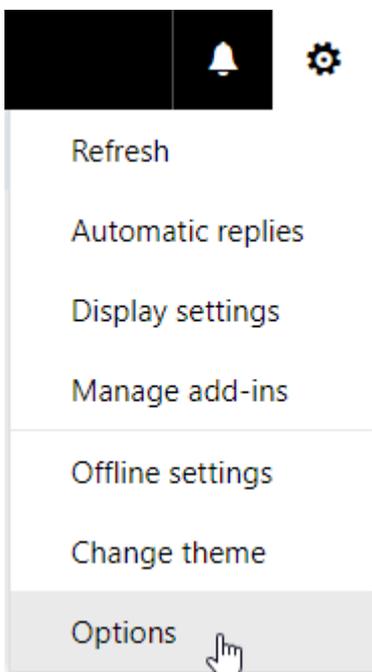
1. Access Outlook Web at <https://ex.mail.ovh.ca>



2. After successful 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**



Options

Shortcuts

General

My account

- Change theme
- Distribution groups
- Keyboard shortcuts
- Manage add-ins
- Mobile devices
- Offline settings
- Accessibility settings
- Light version
- Region and time zone
- Text messaging

Mail

- Automatic processing
  - Automatic replies
  - Undo send
  - Inbox and sweep rules
  - Junk email reporting
  - Mark as read
  - Message options
  - Read receipts
  - Reply settings
- Accounts
  - Block or allow
  - POP and IMAP
- Attachment options
  - Storage accounts
- Layout
  - Conversations
  - Email signature
  - Link preview
  - Message format
  - Message list

Save Discard

My account



First name

Initials

Last name

Display name\*

Email address

Work phone

Fax

Home phone

Mobile phone

Street

City

State/Province

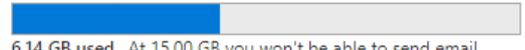
Zip/Postal Code

Country/Region

Office

Change your password

Mailbox usage



6.14 GB used. At 15.00 GB you won't be able to send email.

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:

Current password:  Enter your current password.

New password:

Confirm new password:

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Revision #2

Created 21 November 2020 09:40:04 by Dino Edwards

Updated 22 December 2021 22:27:39 by Dino Edwards