

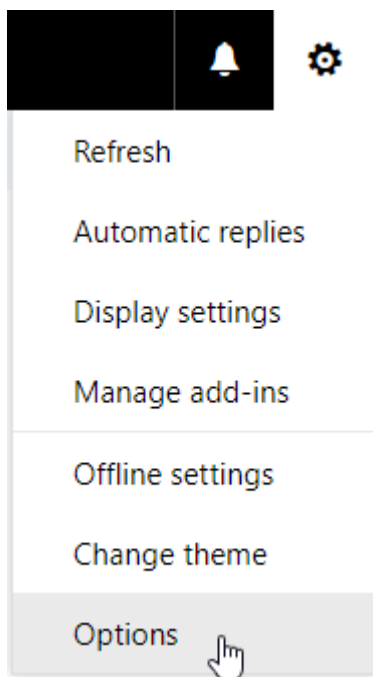
Change Hosted Exchange Mailbox Password

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

Mail

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

Demetri

Display name*

Demetri E. Jones

Email address

demetri.jones@contoso.com

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:

Revision #2

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