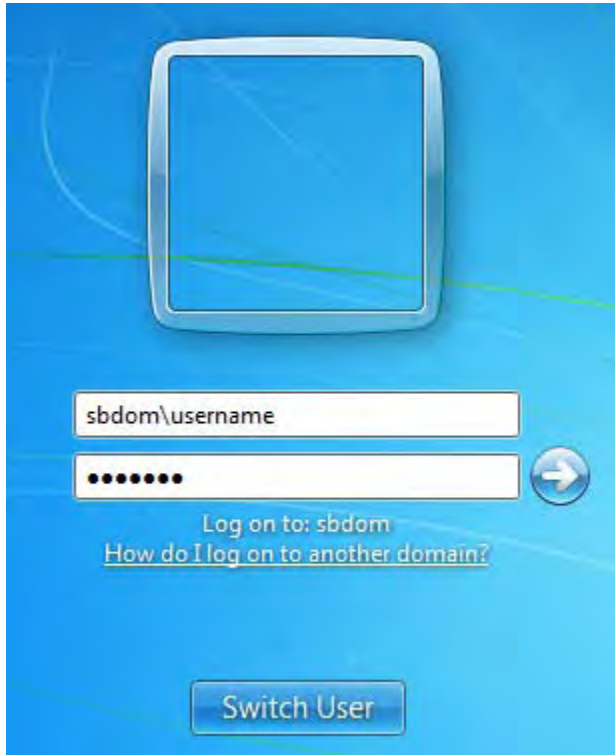
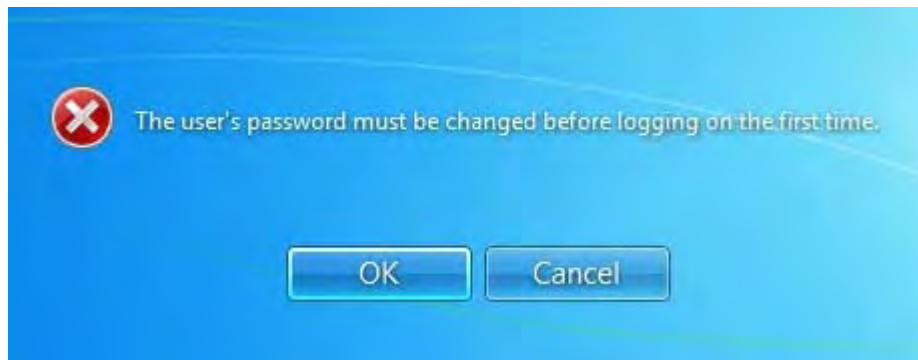


Set Your Windows Password

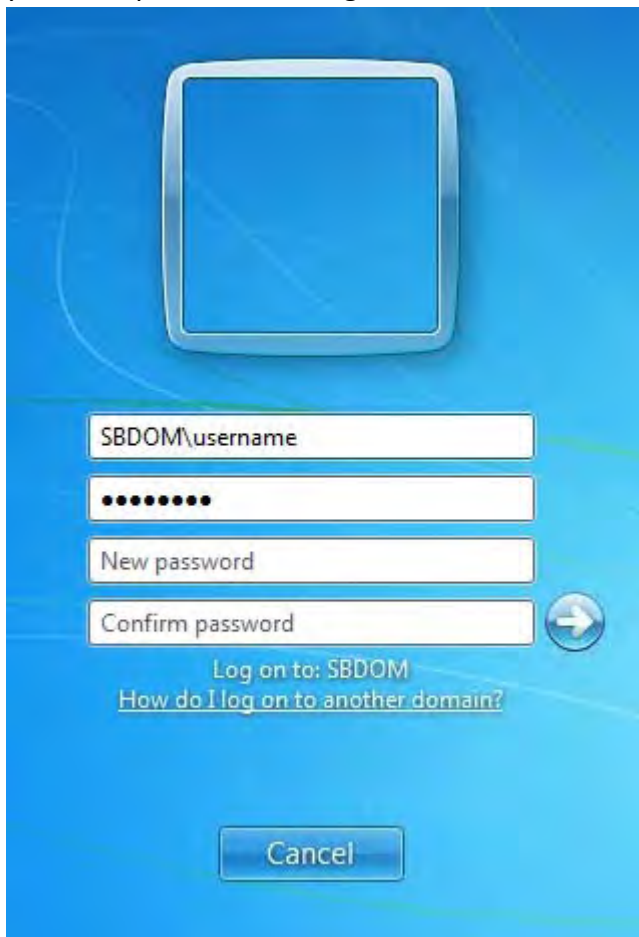
1. When logging in for the first time you are given your username and a default password.
(Please Note: You MUST log into a computer at the station to set up your password, owa will not work until this step is complete).
2. Log into a workstation by entering sbdom\yourusername and the password you were given



3. Once you sign in a prompt will be given to change your password after logging in for the first time.



4. Make sure your first password is in the first slot, then in the remaining 2 type and confirm your new password and sign in.



5. After you have set your new password you will be able to sign into Outlook Web Access.

If you have any questions please call Ategan at 360-528-3426 leave your name and the best way to contact you.