

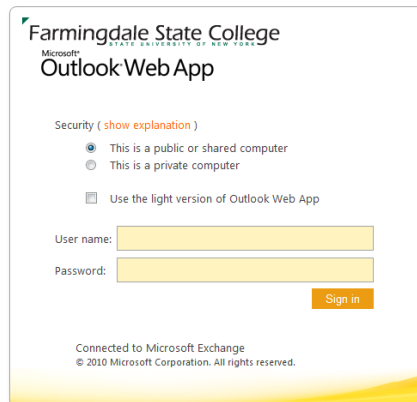
Farmingdale Email Account – Outlook Web App

To access your Farmingdale email from any web browser type: ***mail.farmingdale.edu***

You will then see the login page for Outlook Web App.

- **Username:** the first 6 letters of your last name, first initial, middle initial.
- **Password:** new passwords are pre-expired. Once you type it in, you will be prompted to change your password.

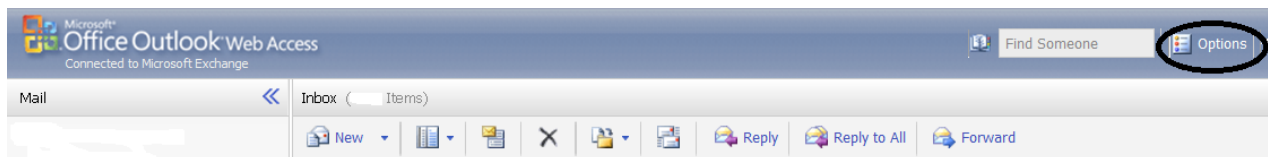
If you're logging in for the first time and you do not know your password, call the Helpdesk.



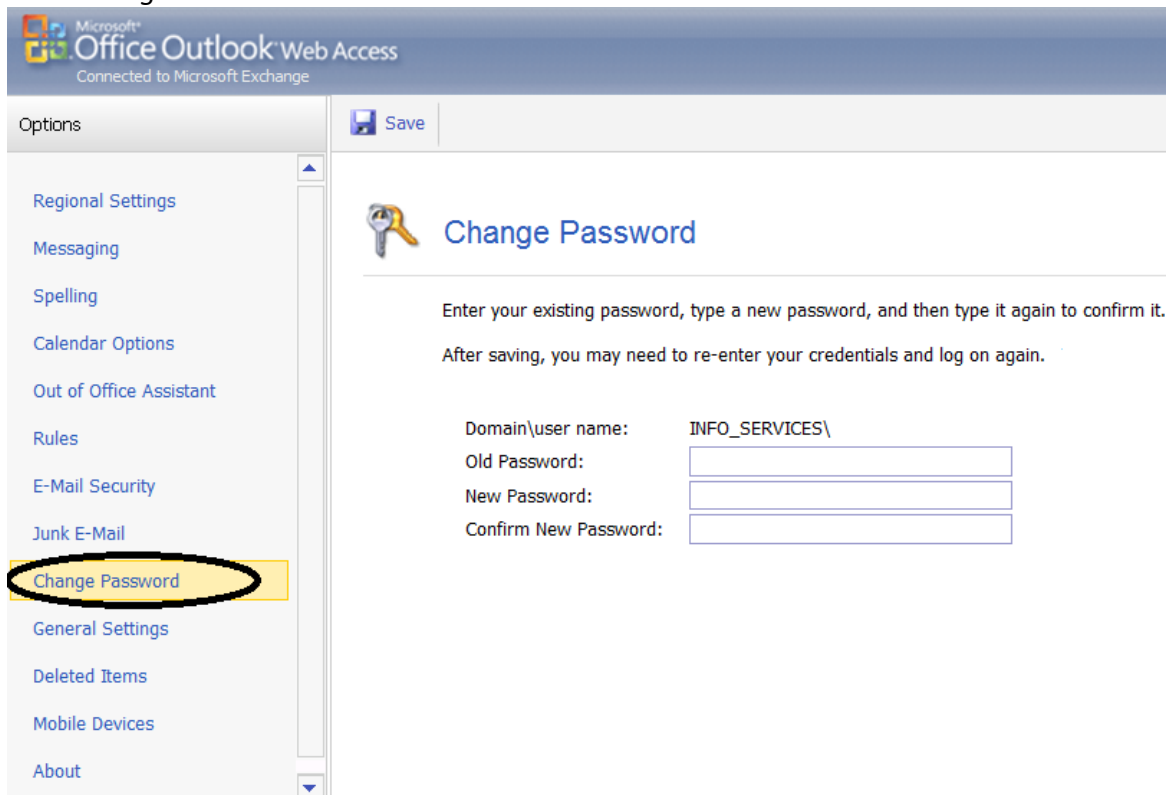
The login page for Farmingdale State College's Outlook Web App. It features the college's name and logo at the top. Below is a security section with radio buttons for 'This is a public or shared computer' (selected) and 'This is a private computer'. There is also a checkbox for 'Use the light version of Outlook Web App'. Below these are input fields for 'User name:' and 'Password:', followed by a 'Sign in' button. At the bottom, it says 'Connected to Microsoft Exchange' and '© 2010 Microsoft Corporation. All rights reserved.'

How to Change Your Password

Once you login to Outlook Web App (OWA), click *Options* which is located in the top right corner of the OWA window.



Click *Change Password*.



A screenshot of the 'Options' page in Outlook Web App. The left sidebar lists various settings: 'Regional Settings', 'Messaging', 'Spelling', 'Calendar Options', 'Out of Office Assistant', 'Rules', 'E-Mail Security', 'Junk E-Mail', 'Change Password' (circled in black), 'General Settings', 'Deleted Items', 'Mobile Devices', and 'About'. The main content area is titled 'Change Password' and contains instructions: 'Enter your existing password, type a new password, and then type it again to confirm it. After saving, you may need to re-enter your credentials and log on again.' Below the instructions are three input fields: 'Domain\user name:' (pre-filled with 'INFO_SERVICES\'), 'Old Password:', 'New Password:', and 'Confirm New Password:'.

If you have any questions, contact the Farmingdale Helpdesk at (631) 420-2754 or email helpdesk@farmingdale.edu.