

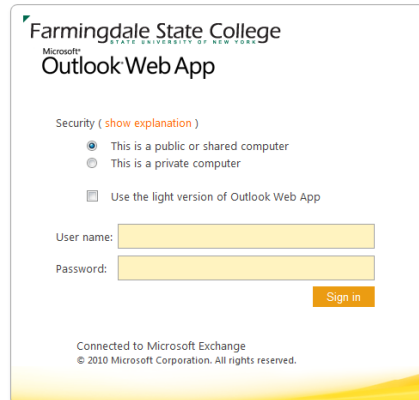
Farmingdale Email Account – Outlook Web App

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

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

- **Username:** the first 6 letters of your last name, first initial, middle initial.
- **Password:** the word “farm” followed by the last 4 digits of your ss#.

If you’re logging in for the first time, call the Helpdesk to have your password unlocked.



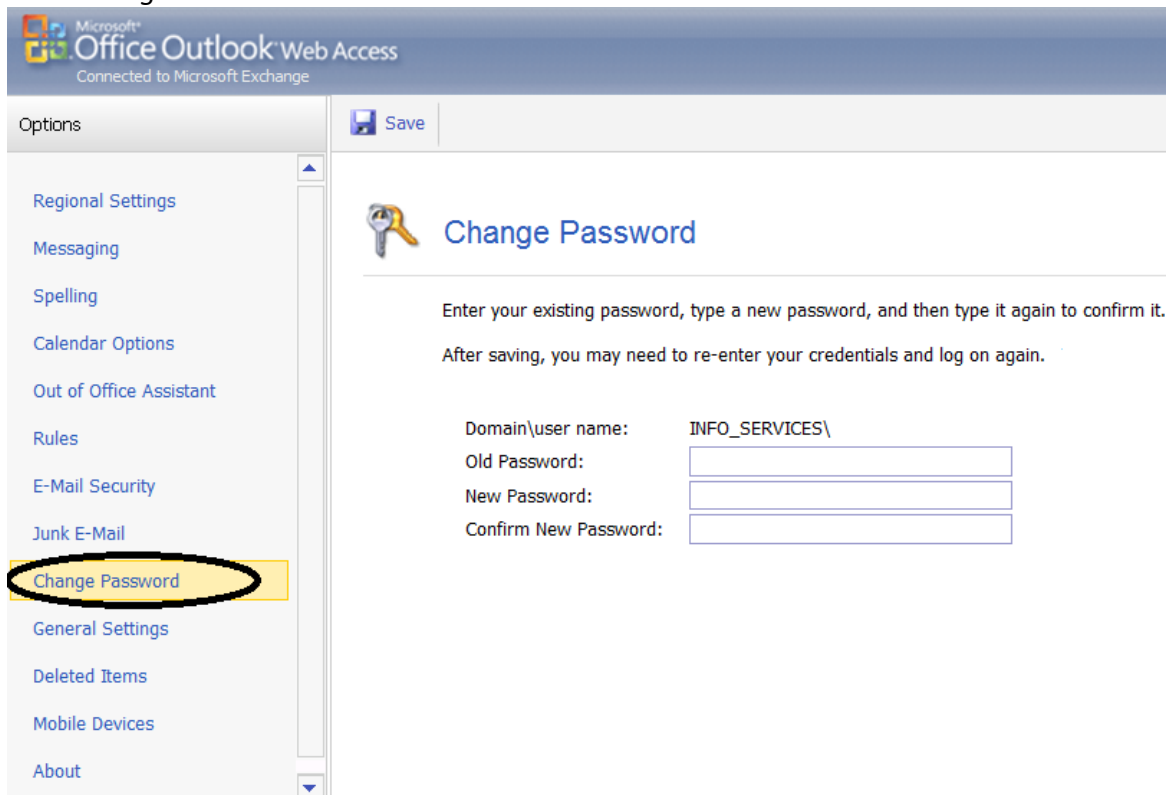
The login page for Farmingdale State College's Outlook Web App. It features the college's name and logo at the top. Below is a security section with radio buttons for 'This is a public or shared computer' (selected) and 'This is a private computer'. There is also a checkbox for 'Use the light version 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 Email Password

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



Click *Change Password*.



A screenshot of the Outlook Web Access 'Options' page. 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' (highlighted with a yellow background and a black circle), 'General Settings', 'Deleted Items', 'Mobile Devices', and 'About'. The main content area is titled 'Change Password' with a key icon. It contains instructions: 'Enter your existing password, type a new password, and then type it again to confirm it.' and 'After saving, you may need to re-enter your credentials and log on again.' Below this are three input fields labeled 'Old Password:', 'New Password:', and 'Confirm New Password:'. The 'Domain\user name:' is pre-filled with 'INFO_SERVICES\'.

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