

How to change your GTC Outlook password

Created by Pam See/the Faculty Innovating with Technology project.
Last updated Jun-07

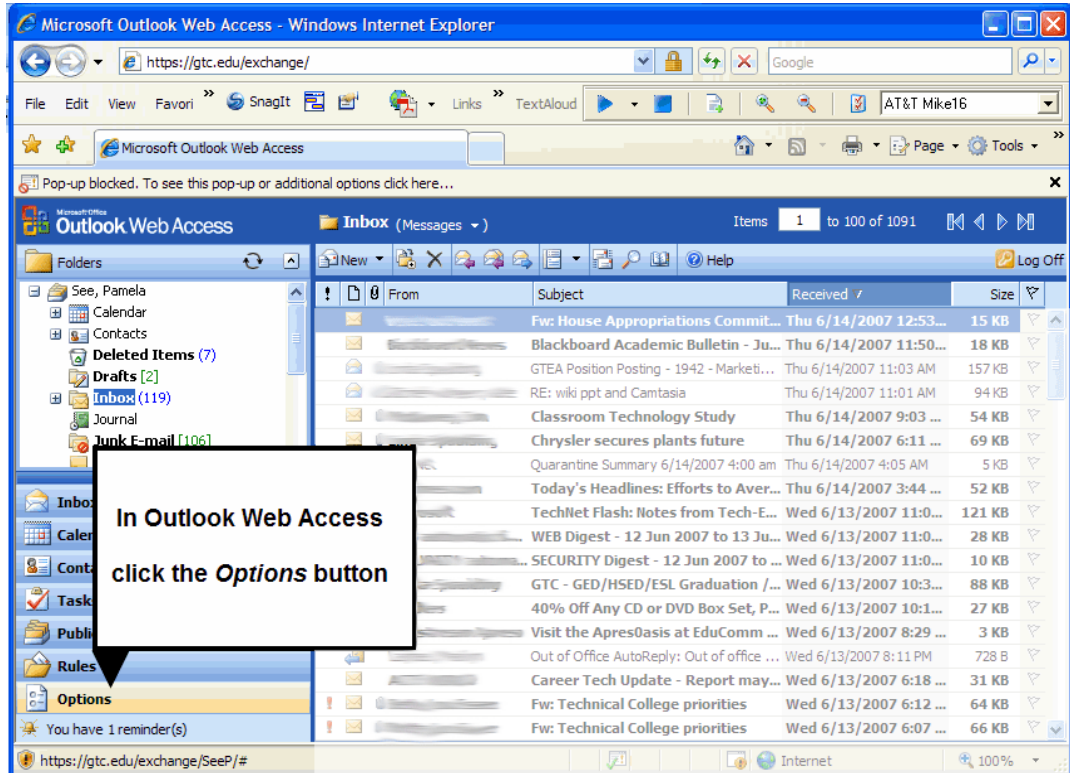
Important: **Your email password can only be changed in the web version of Outlook.**

Begin by opening your email using a browser and the address <http://gtc.edu/exchange>.

Open Outlook Web Access at <http://gtc.edu/exchange>

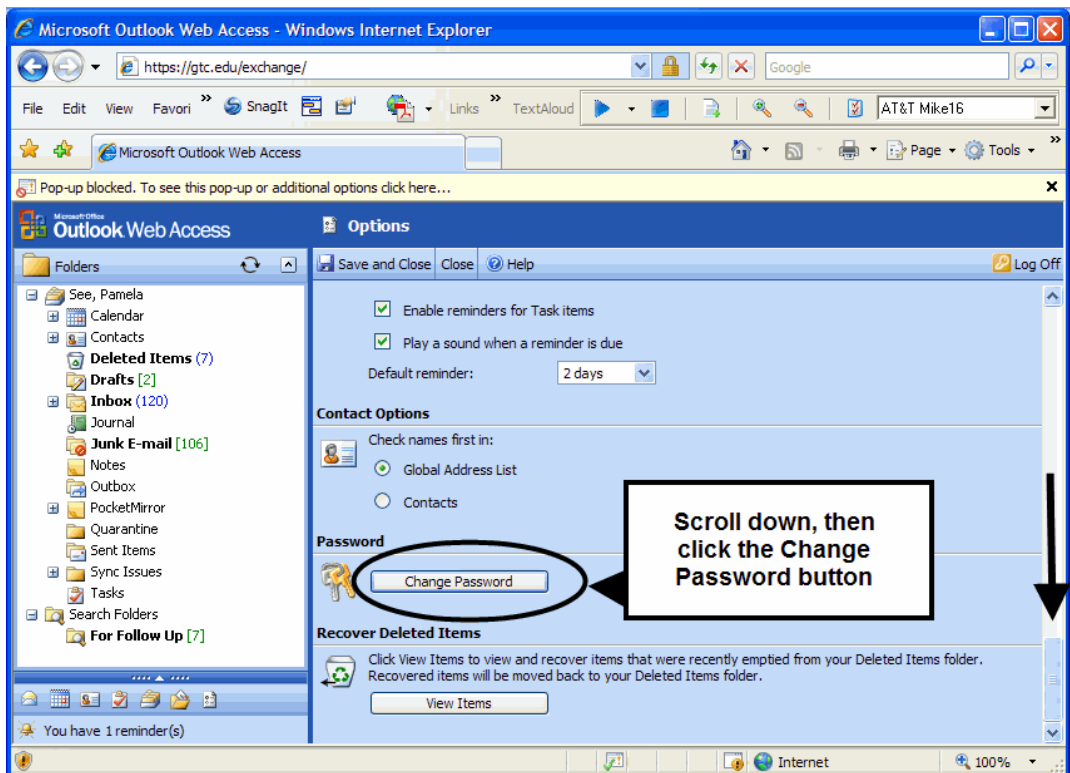
Log in as usual

Click the **Options** button at the bottom of the left navigation area



The Options window opens in the right-hand pane. **Scroll down** to the bottom.

Click the **Change Password** button

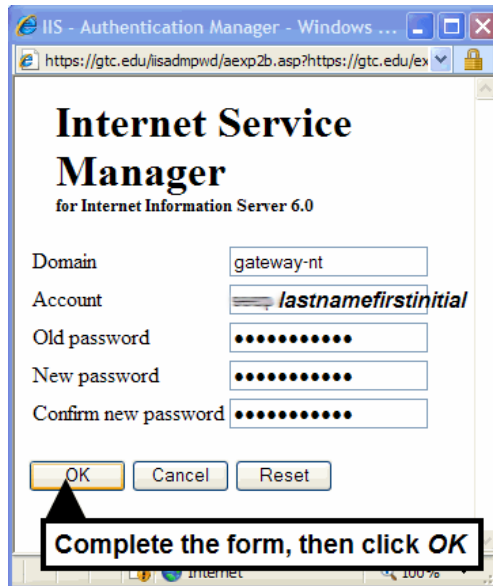


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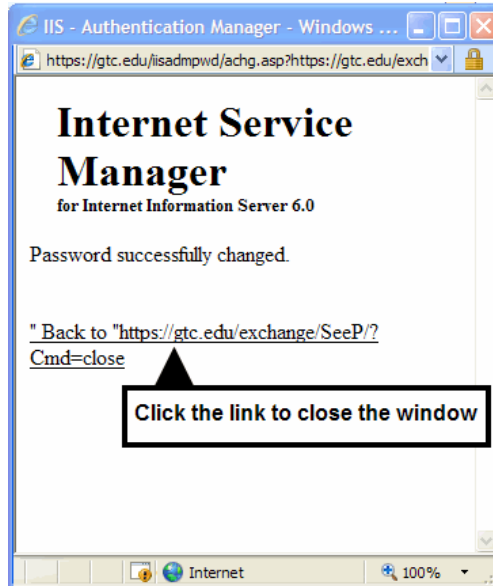
Complete the form as shown in the screenshot to the right.

Use your email username as the account. This is usually your last name followed by your first initial.



The screenshot shows the 'Internet Service Manager' window for Internet Information Server 6.0. The URL is <https://gtc.edu/isadmpwd/aexp2b.asp?https://gtc.edu/ex>. The form contains the following fields: Domain (gateway-nt), Account (last name followed by first initial), Old password, New password, and Confirm new password. There are OK, Cancel, and Reset buttons at the bottom. A callout box with an arrow pointing to the OK button contains the text: "Complete the form, then click OK".

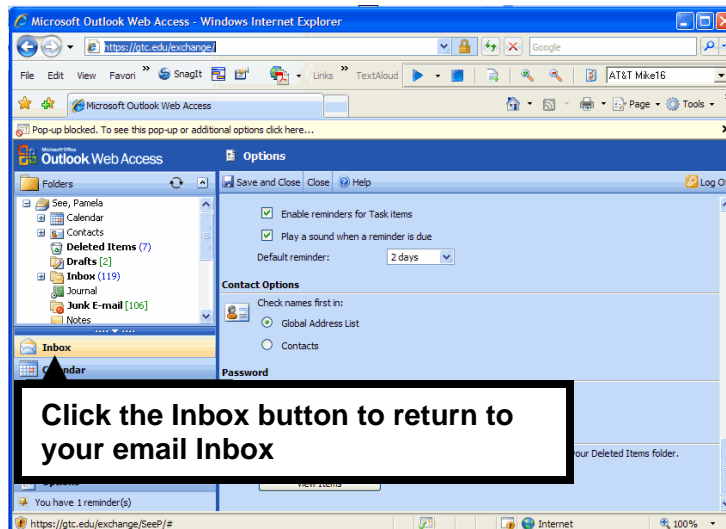
Click the link to close the window.



The screenshot shows the 'Internet Service Manager' window displaying a success message: "Password successfully changed." Below the message is a link: "Back to <https://gtc.edu/exchange/SeeP/?Cmd=close>". A callout box with an arrow pointing to the link contains the text: "Click the link to close the window".

If you want to return to your Inbox, click the **Inbox** button.

To exit Outlook Web Access completely, click the close button in the upper right hand corner of the window



The screenshot shows the Microsoft Outlook Web Access interface in Internet Explorer. The URL is <https://gtc.edu/exchange/>. The interface includes a navigation pane on the left with folders like See, Pamela, Calendar, Deleted Items (7), Drafts (2), Inbox (119), Journal, Junk E-mail (106), and Notes. The main area shows options for reminders and contact options. A callout box with an arrow pointing to the 'Inbox' button in the navigation pane contains the text: "Click the Inbox button to return to your email Inbox".