

## Email Account Password Change for Outlook Web Access (OWA) (Self-service):

### Step 1

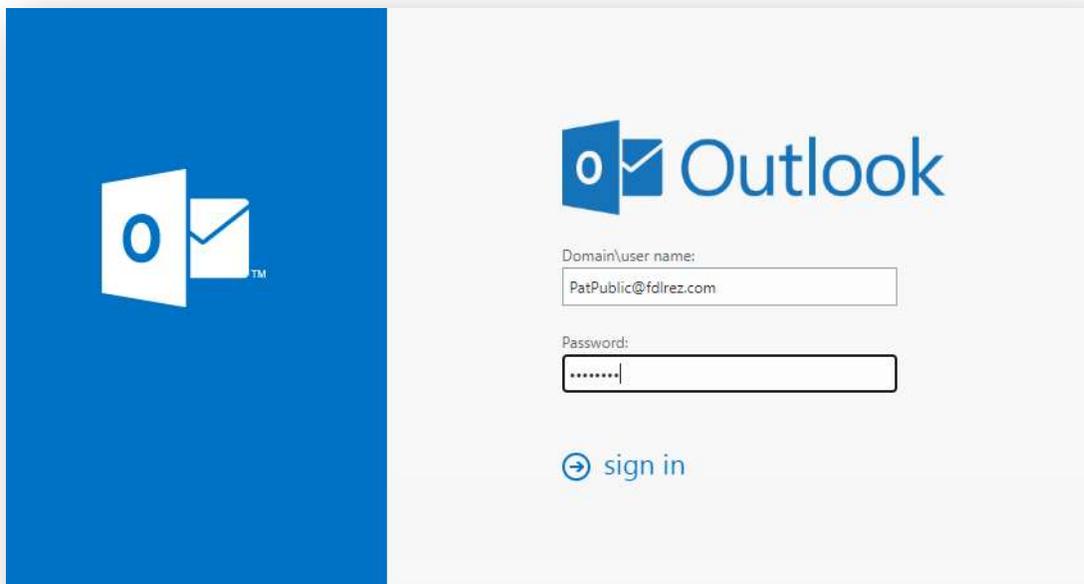
Access the web portal for Login

- On your web browser type <https://mail.fdlrez.com/owa>
- Alternatively, you can go to FDLREZ.COM Quick Links → Staff Email link



### Step 2

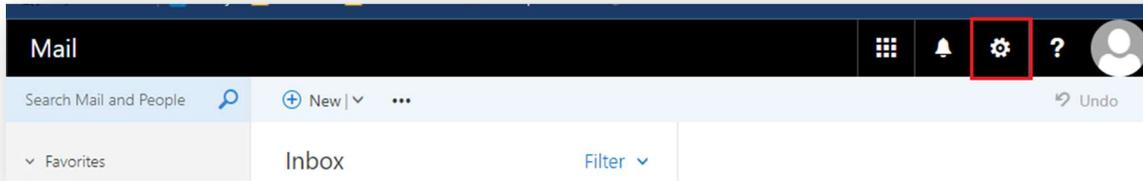
Login with your current login credentials on the Outlook Web Portal as shown below. (Use your full email address and your current password.)



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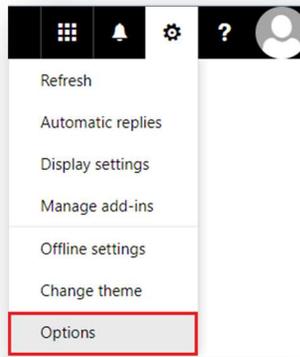
### Step 3

Click the Setting on the right-hand side of the top banner.



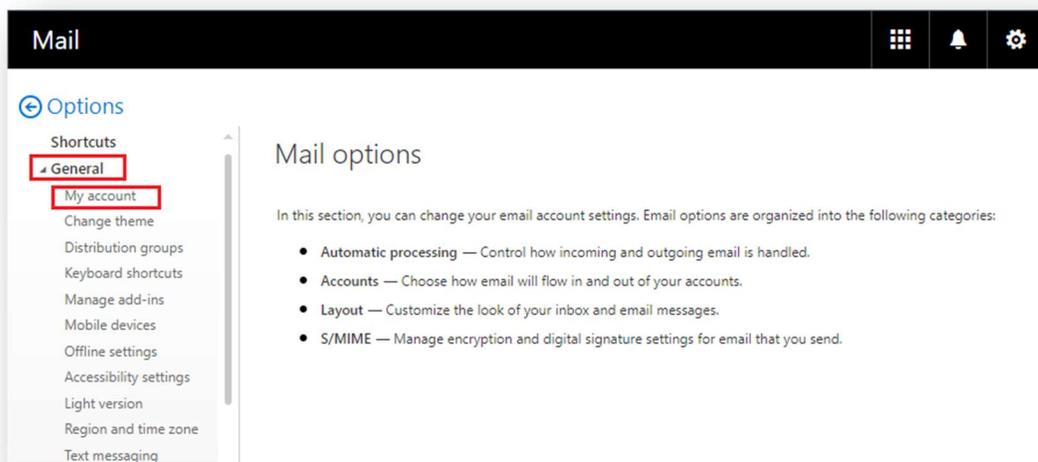
### Step 4

Click on Options.



### Step 5

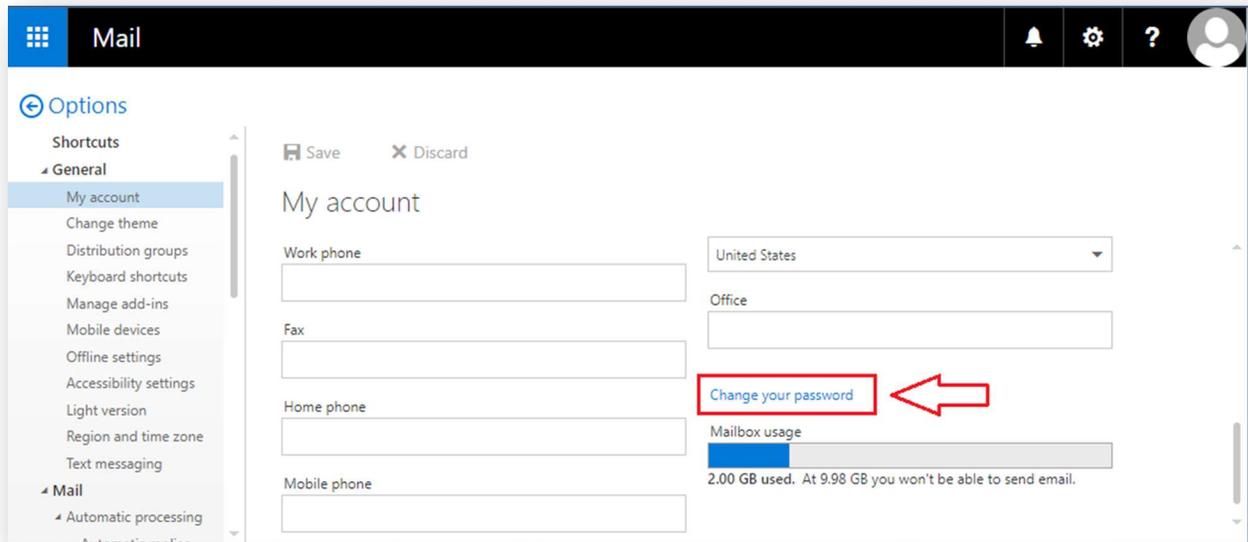
Go to General → My account



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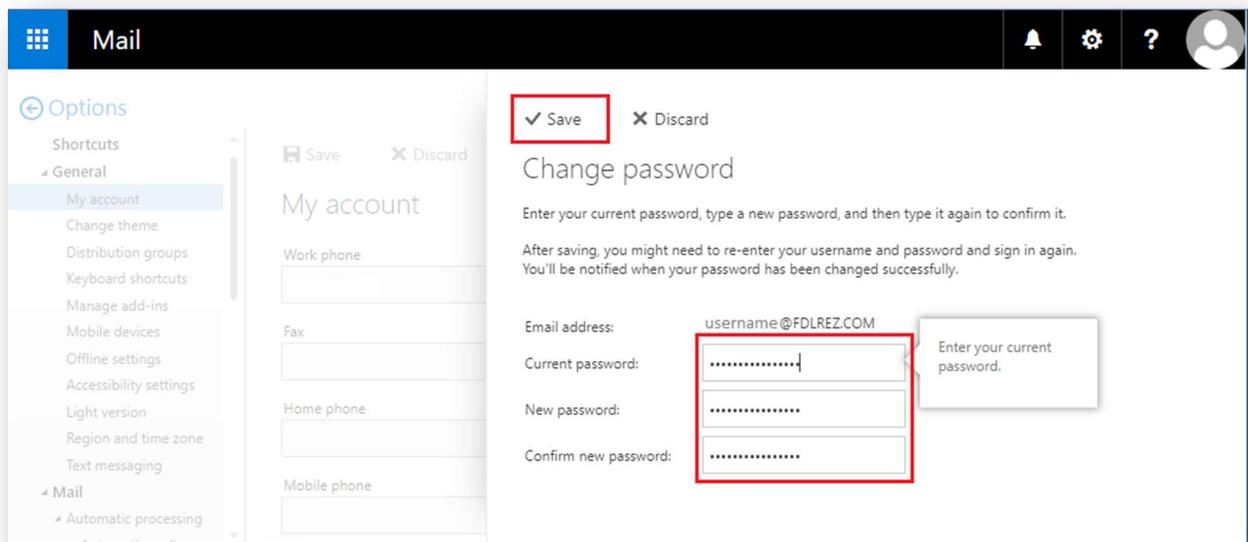
### Step 6

Click Change your password



### Step 7

Enter your current password, New Passwords (strong) and click save. The password will successfully be reset and you can now log on to your Desktop application as well as Online Web Access for Outlook using the new credentials.



**Congratulations! You have successfully changed your password!**