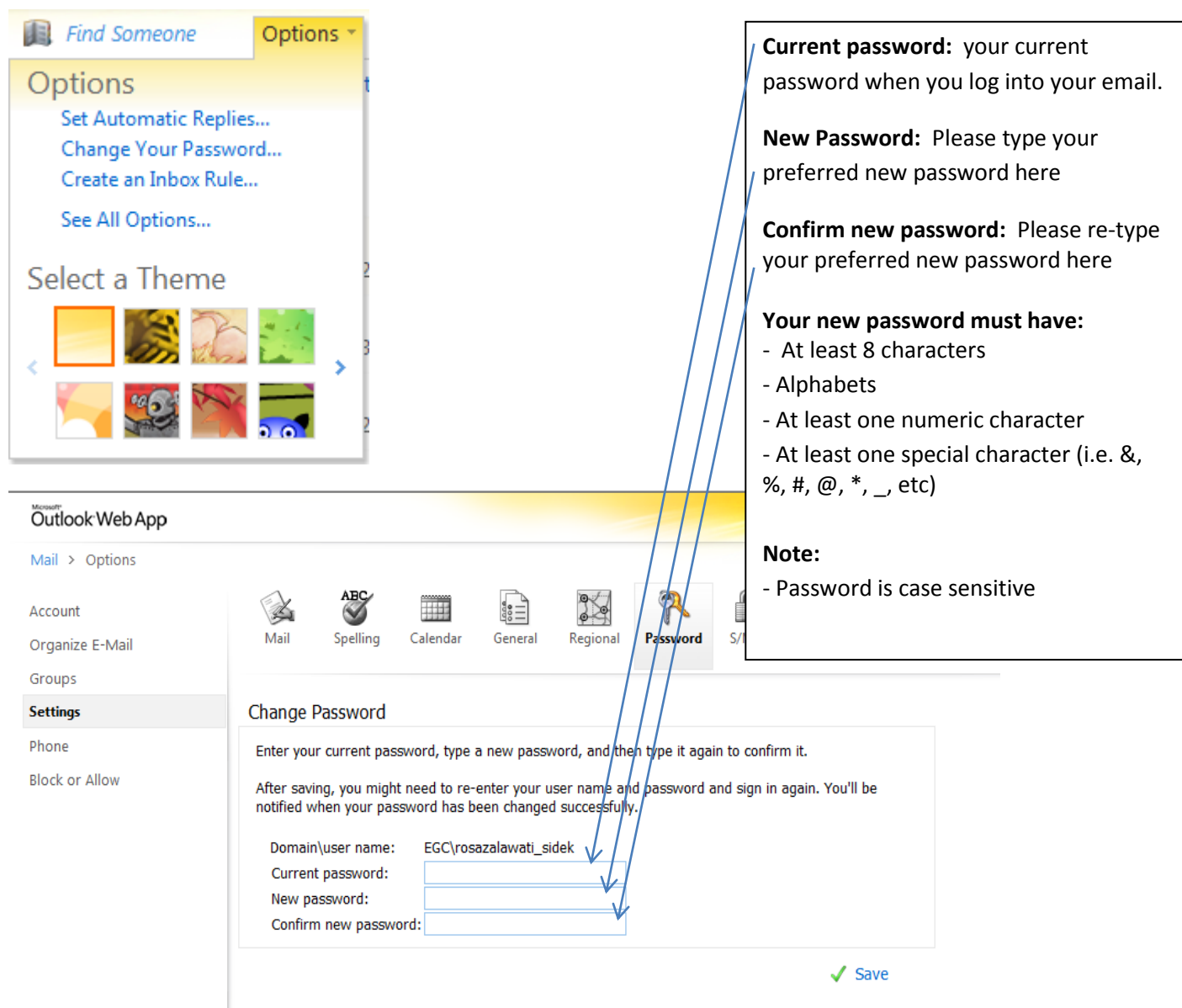


## Change Password for Government Email by using Outlook Web Access (OWA)

To change password, please follow the steps below:

Click on option on the right top corner of your webmail and choose "Change Your Password"



The screenshot shows the Outlook Web App interface. On the left, the 'Options' menu is expanded, showing 'Change Your Password...' as one of the options. Below it, there is a 'Select a Theme' section with several theme thumbnails. On the right, a box contains instructions for changing the password, including requirements for password strength and a note that passwords are case sensitive. In the center, the 'Change Password' form is displayed, with three input fields for 'Current password', 'New password', and 'Confirm new password'. A 'Save' button is located at the bottom right of the form. Blue arrows point from the text in the right-hand box to the corresponding input fields in the form.

**Current password:** your current password when you log into your email.

**New Password:** Please type your preferred new password here

**Confirm new password:** Please re-type your preferred new password here

**Your new password must have:**

- At least 8 characters
- Alphabets
- At least one numeric character
- At least one special character (i.e. &, %, #, @, \*, \_, etc)

**Note:**

- Password is case sensitive

Microsoft  
Outlook Web App

Mail > Options

Account  
Organize E-Mail  
Groups  
**Settings**  
Phone  
Block or Allow

Mail Spelling Calendar General Regional Password S/I

Change Password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name: EGC\rosazalawati\_sidek

Current password:

New password:

Confirm new password:

Save

After you change your password, Just click save.

For any further enquiries, please contact EGNC Helpdesk: **2424959** or email at **helpdesk@egc.gov.bn**

**Thank you**