

## Changing Your Password on Webmail

- If you receive an email to change your password, please follow the instructions below

Your network password will expire in 10 days.

\*\*\*Password should be 10 characters or more and contain upper, lower case characters, numbers and special characters \*\*\*

**If you are at 1011, Maiden Lane or the Seminary:**

- Please press CTRL + ALT + Delete on your keyboard and choose *Change a Password*

**If you are at an outside school, parish or remote site:**

- Please change your password via options (yellow banner) at our webmail portal.

**If you are connected to your workstation remotely via VPN:**

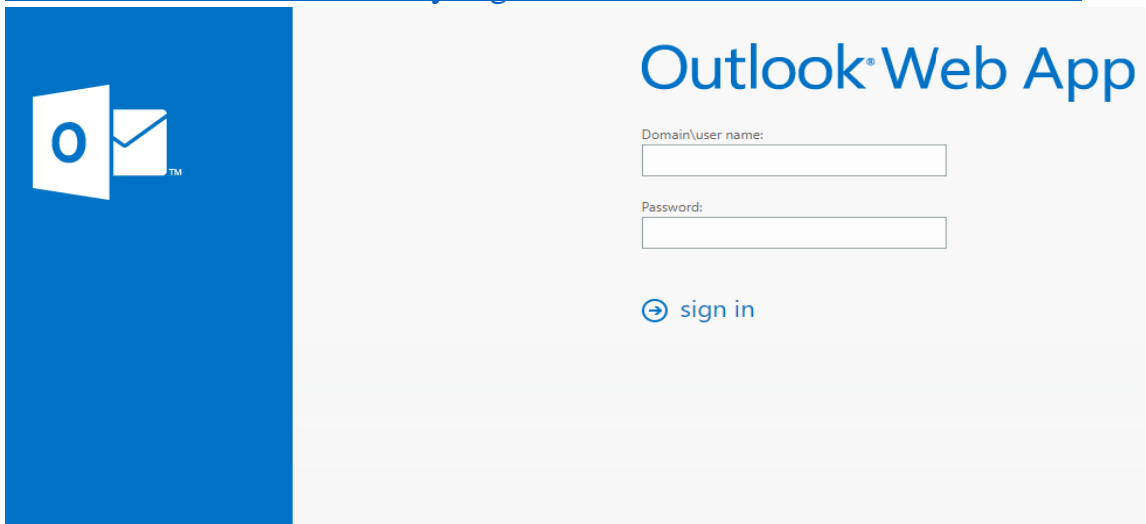
- Please press CTRL + ALT + END and choose *Change a Password*

Also please don't forget to update the password if you use a mobile device for your work email account.


For any questions contact us at [support@archny.org](mailto:support@archny.org) | x3380

- Here is what the email will look like. You will receive the email from [dsc@archny.org](mailto:dsc@archny.org) when time comes to change your password. You will have 10 days from receiving the email to change your password.

1. Click on the link provided below to reach the logon page for webmail.  
<https://webmail.archny.org/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fwebmail.archny.org%2fowa%2f%23authRedirect%3dtrue>



2. You should see the logon page. For the section named “Domain\username” type in the following: archny.org\username (whatever your username is) and the current password below.

3.  Once you are logged in, on the upper right hand corner, you will see a gear icon. Click on that icon. A drop down menu will appear. Click on the option labeled “Change Password”.

mail calendar regional password

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:

Current password:

New password:

Confirm new password:

save

4. You will be taken to a new page. For “Current Password” type in your current password. For the “New Password” and “Confirm New Password”, please create a password with 10 characters or more, one upper case letter, one number, cannot contain your name or be a previous password. When you are finished, click on the “Save” button. You will be notified that you changed the password.
5. Please enter the new password on any device (cell phone, iPad, etc.) that currently has your Arch email on it.
- Please do not write down your password.
  - Do not share your passwords with others.
  - Do not save your login credentials to a web browser.
  - If you have difficulty with this, please give us a call at 646-794-3380 or email us at [dsc@archny.org](mailto:dsc@archny.org) to create a ticket (please provide name, contact information, and where you currently work).