

Microsoft Outlook Email Access (OWA)

Logging into your FCPS Email (OWA)

1. From any computer go to <http://mail.fcps.org>
 - ✓ Do **NOT** include **www** in the address
 - ✓ You may wish to add this site to your **Favorites** or create a **shortcut** on your desktop for fast access to your email login screen
2. Because you are new to FCPS, you must log-in to your FCPS account to access your email account, FCPS computers, or employee self-service.

Your FCPS Username is: **firstname.lastname**
Your Temporary Password is: (with no spaces)

- Last initial capitalized
- First initial capitalized
- 2 digit birth month
- 2 digit birth year
- Last 3 digits of your social security number
- \$

Example: Jane Doe, born 02-04-88, social security #123-45-4321, add the \$ to the end of the password

Jane's password would be **DJ0288321\$**

Microsoft
Outlook Web App

FCPS
Frederick County Public Schools

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

User name:

Password:

Announcement: FCPS network accounts now require a minimum of 8 characters.

sign up Password Management Enrollment. Please sign up today!

Already enrolled - Forgot your password or locked your account?

Connected to Microsoft Exchange 02
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First Time Logging into your Email, you MUST Change your Password

The Outlook Web App **Change Password** screen will appear

- ✓ Type in your **Username**
- ✓ Type your **Current Password** (this would be your generic password)
- ✓ Enter your new **Password** (must be 8 or more characters and include two of the following: capitalization, special character, number)
- ✓ Enter your new **Password** again
- ✓ Click **Submit**

Microsoft®
Outlook® Web App

Change Password
Your password has expired and you need to change it before you sign in to Outlook Web App.

User name:

Current password:

New password:

Confirm new password:

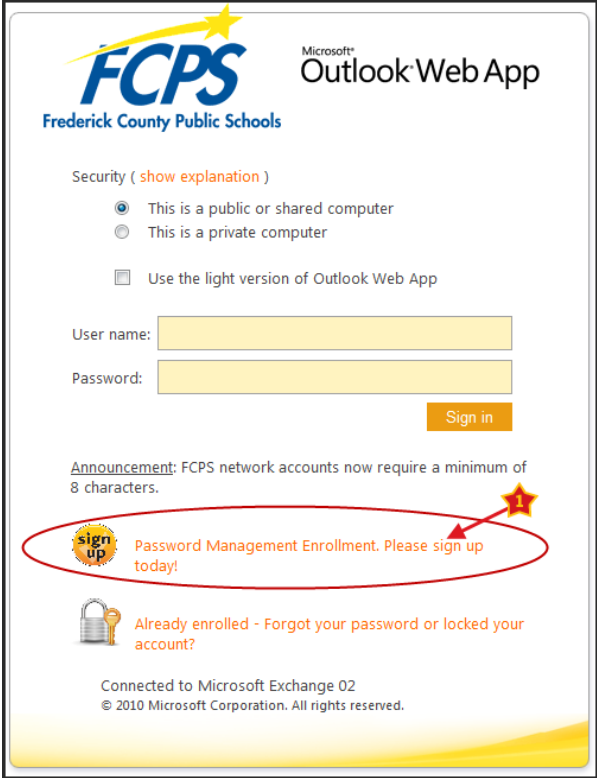
New password must be 8 characters or more and include two of the following:

1. Capitalization
2. Special Character
3. Number

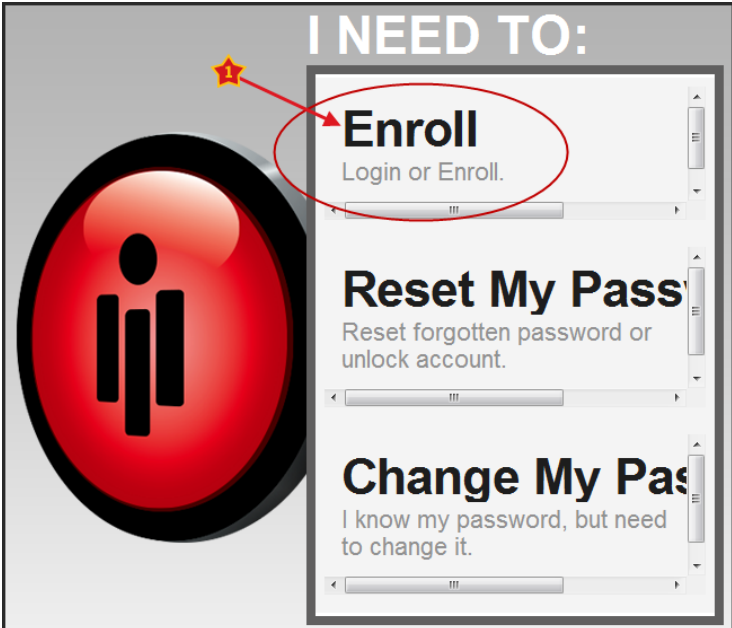
Enroll in the Password Management

By enrolling in the **Password Management** system, you can reset your password if you have forgotten your password or locked your account without having to call the Helpdesk

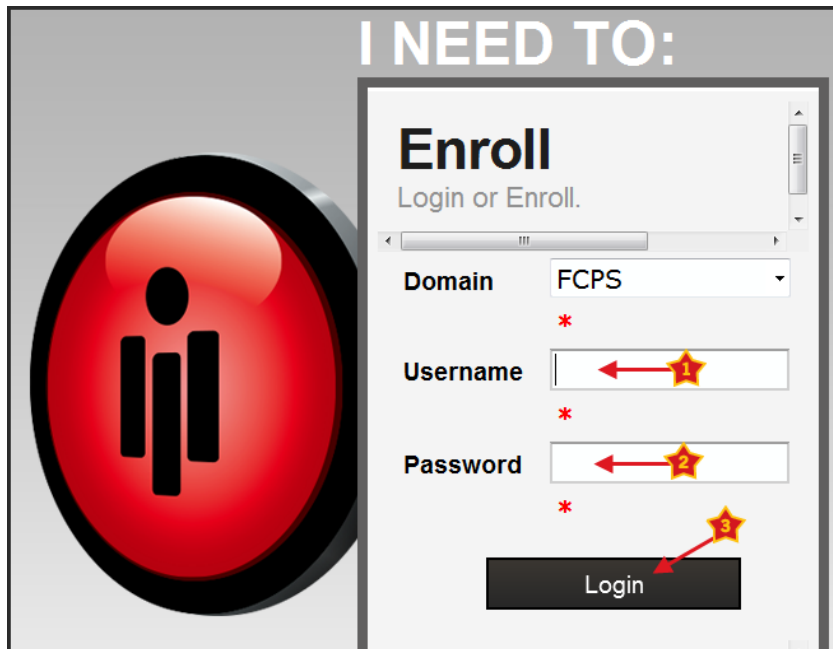
- ✓ Go to <http://mail.fcps.org> and click on **Password Management Enrollment**



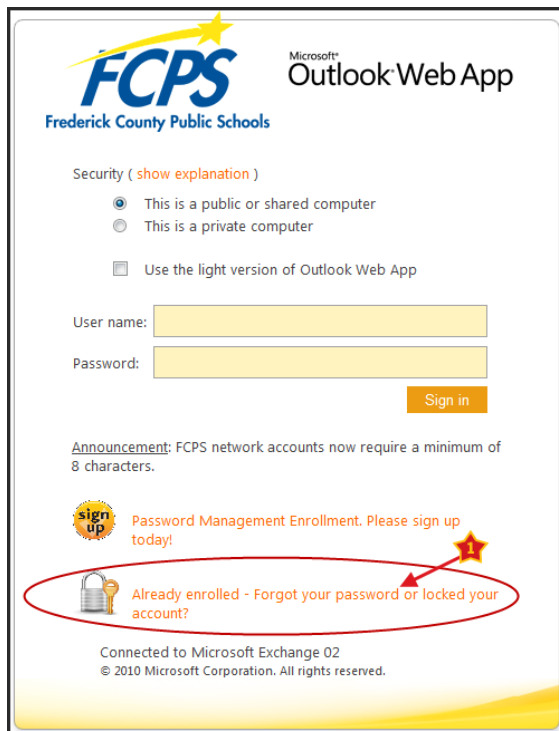
- ✓ Click on **Enroll**



- ✓ Enter your **Username** and **Password**. Click **Login**.



- ✓ Complete the screens that follow to finish the enrollment
- ✓ Now if you forget your password or lock your account, click on the link below from the email login screen



- ✓ If you have any questions, please contact the Tech Helpdesk at 301-644-5310