Microsoft Outlook Email Access (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$
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**

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**New password must be 8 characters or more and include two of the following:**
1. Capitalization
2. Special Character
3. Number
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](http://mail.fcps.org) and click on **Password Management Enrollment**

- Click on **Enroll**

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

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✓ 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