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. The FCPS Outlook Wep App screen will appear.

   ✓ In the **User name** box, enter your **firstname.lastname**

   ✓ In the **Password** box, enter your **Password** (if you have never logged into your email account, please call the **HelpDesk** at 301-644-5310 for your generic password)

   ✓ Click **Sign in**
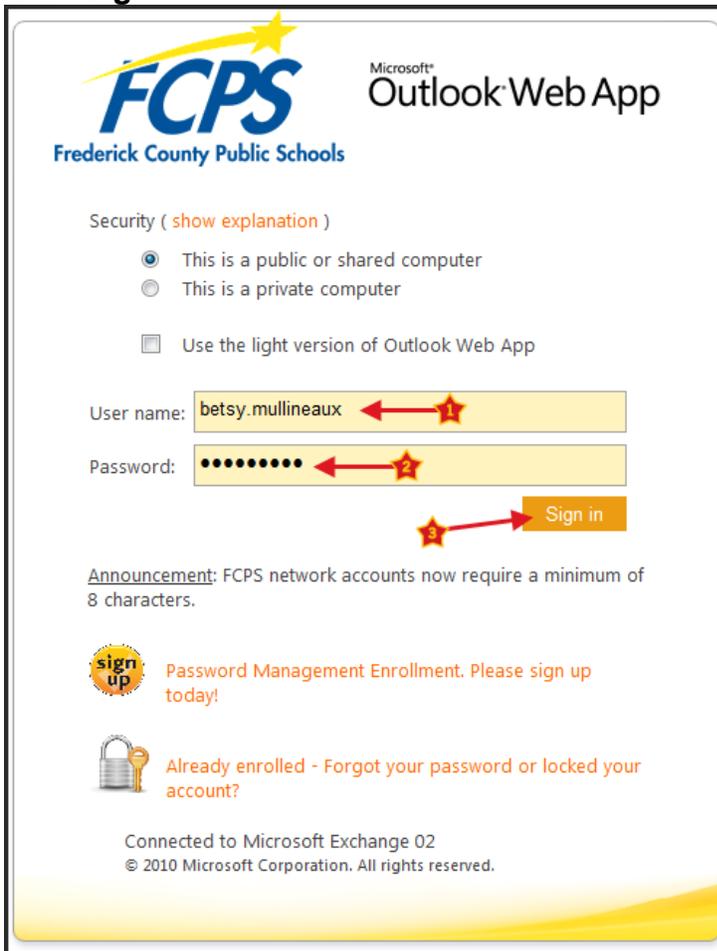
First Time Logging into your Email, you <u>MUST</u> Change your Password

3. 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**

Enroll in the Password Management

4. 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**
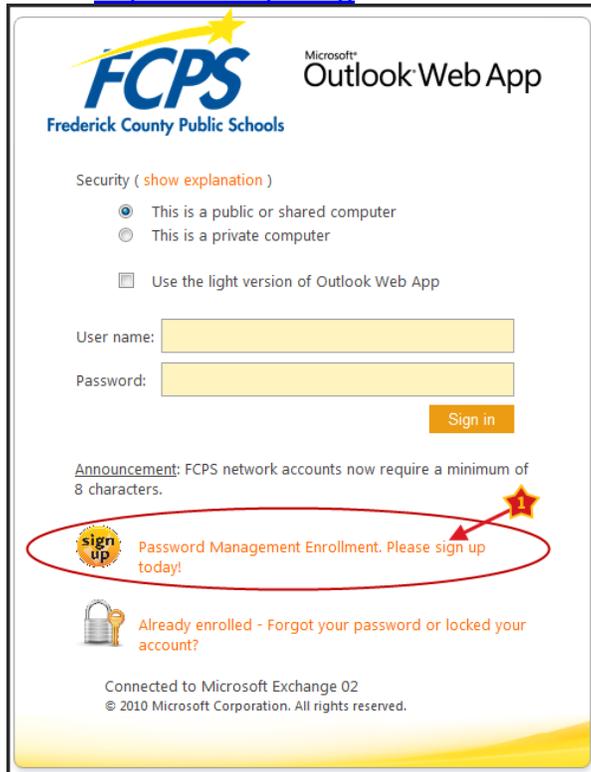
   ✓ Click on **Enroll**
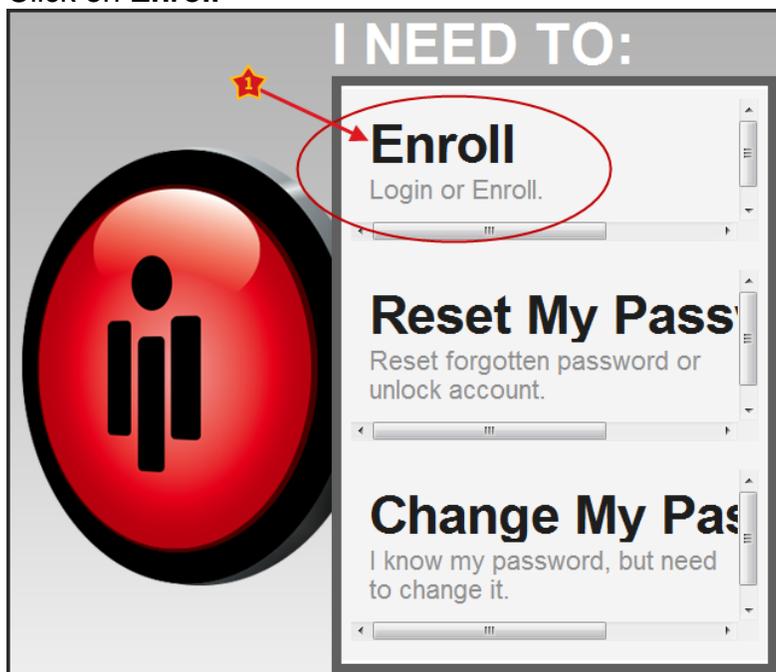
✓ Enter your **Username** and **Password**. Click **Login**.

✓ 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