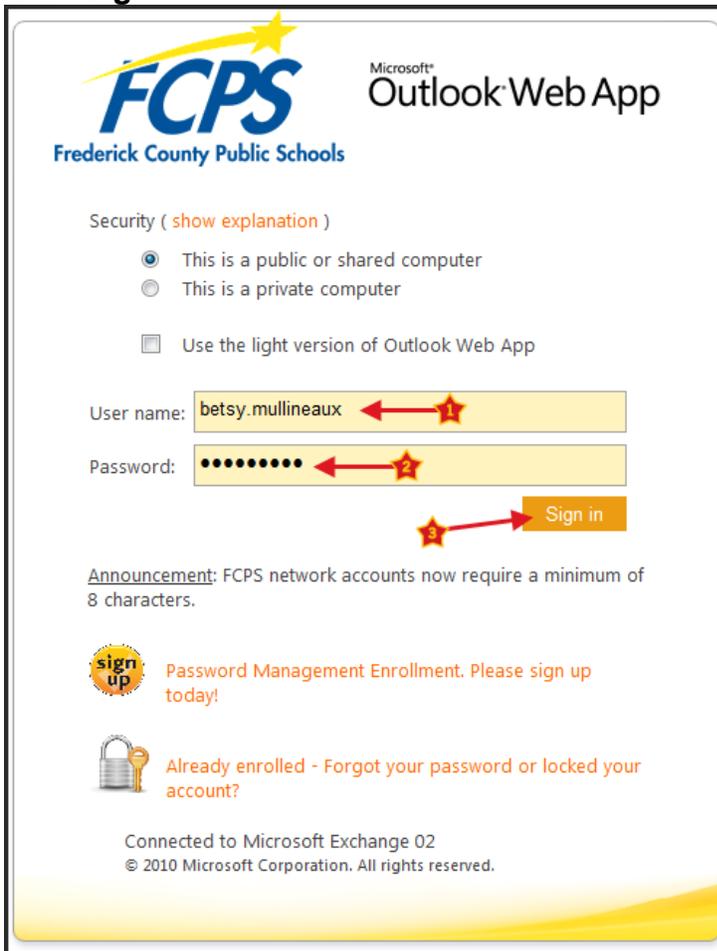


Microsoft Outlook Email Access (OWA)

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 Web 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**



FCPS Frederick County Public Schools

Microsoft® Outlook® Web App

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:

[Sign in](#)

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

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**

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: betsy.mullineaux

Current password: ●●●●●●●●

New password: ●●●●●●●●

Confirm new password: ●●●●●●●●

Submit

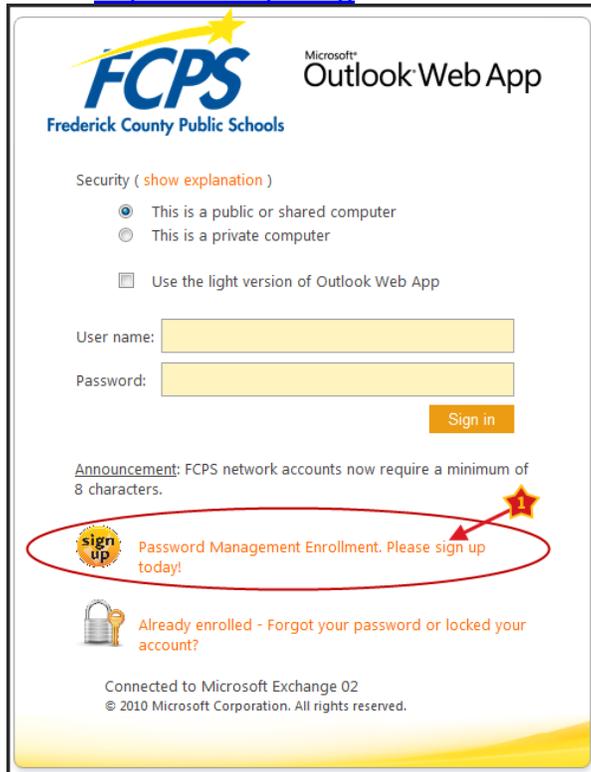
New password must be 8 characters or more and include two of the following:

1. Capitalization
2. Special Character
3. Number

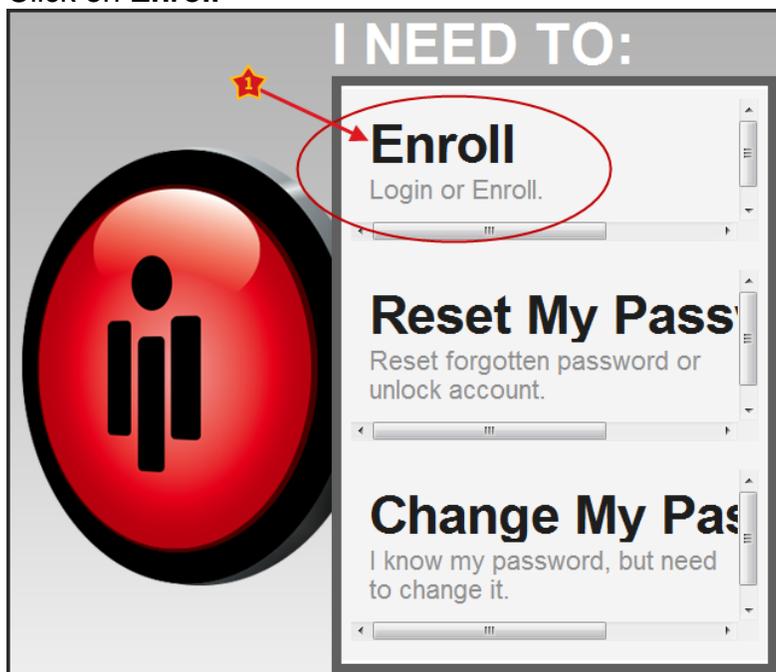
Enroll in the Password Management

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**.

I NEED TO:
Enroll
Login or Enroll.

Domain FCPS

Username

Password

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

Microsoft® Outlook Web App
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:

Sign in

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

Password Management Enrollment. Please sign up today!

[Already enrolled - Forgot your password or locked your account?](#)

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