



Archdiocese of Atlanta



How to connect to Outlook Web Access

- 1). Open Internet Explorer
- 2). Browse to <http://webmail.archatl.com>
- 3). Accept the Security Warning by clicking 'Yes'
- 4). Log in:
Username = your account username (first initial + last name)
Password = whatever you set your password to

How to change your password using Outlook Web Access

- 1). Log into your account via Outlook Web Access
- 2). Click on the Options Menu
- 3). Scroll to the bottom of the screen and click on the Password button
- 4). The "Internet Service Manager" window should open.

NOTE: This is a pop-up window and some pop-up "blockers" could interfere with this operation. To allow the pop-up, hold down the CTRL key when clicking on the Password button on the Options screen (Step 3).

- 5). Enter the information in the fields as listed below:

Domain = aoa-int.org

Account ID = your account username (first initial + last name)

Old Password = your current password

New Password = your new Password*

Confirm New Password = re-enter your new password*

*The IT Department recommends that your password be a minimum of 6 alpha-numeric characters that are a mix of upper and lower case letters and include at least one special character
Click the OK button to accept your changes.

- 6). You should receive a confirmation that your password change was successful
- 7). Close the window to go back to your account