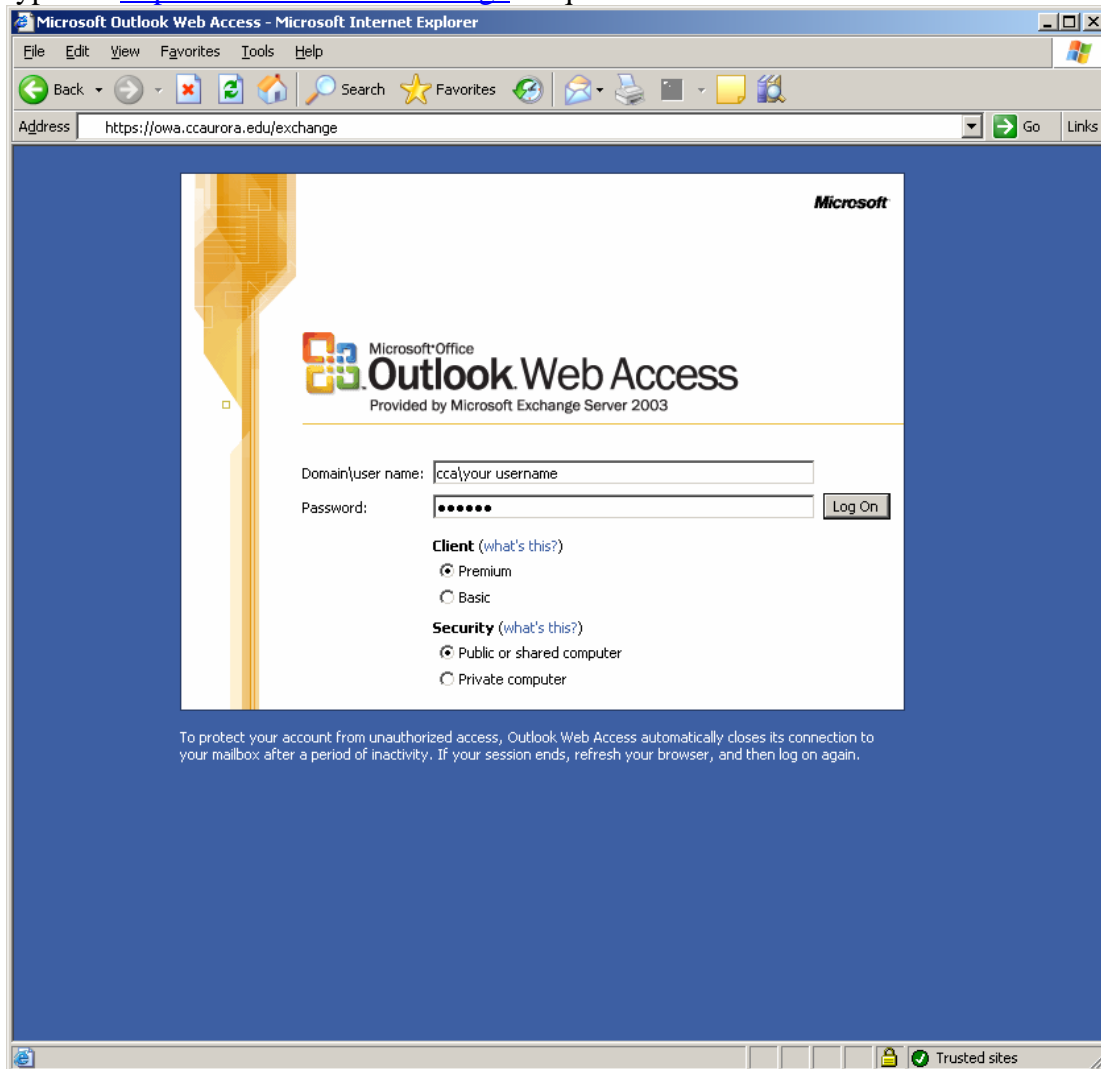
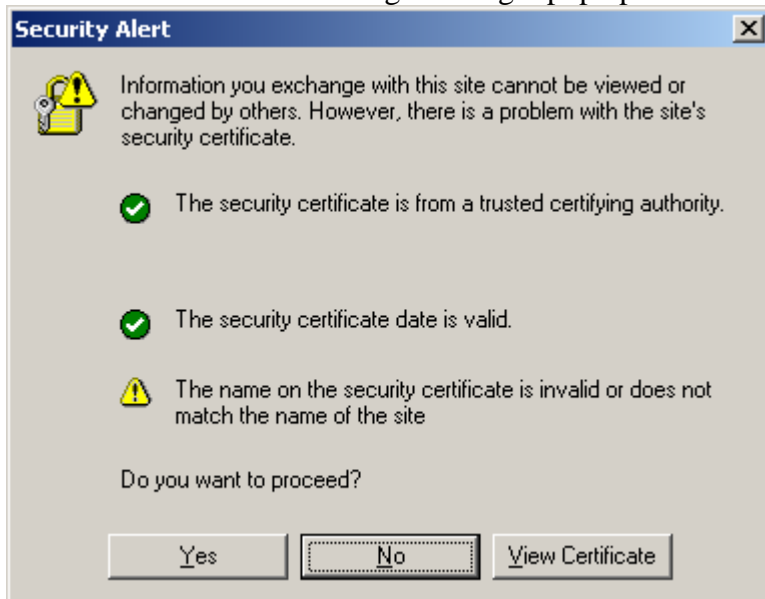


How to access your CCA E-Mail via the web.

1. Open up IE (other browsers should work, but not guaranteeing them). In the Address area, type in: <https://owa.cccs.edu/exchange> no quotes.



Note that the following box might pop up for some of you, click on Yes and proceed on.



2. You should now be accessing your mailbox now. However there are a few items that are still having issues and are being looked at.
 - a. To reply to mail, do not double click to open up the mail, right click and hit reply or use the icons on top to reply. Double clicking to open up the mail will not open it up and cause an error on reply.
 - b. Opening up attachments, right click on the attachment and do a save as (save to the desktop) and open it up that way.

3. How to change your password:

- a. On the lower left side of the screen, there is an Options menu. Click on that.
- b. Scroll down to the bottom and there should be a Password selection, click on Change Password and the following box should pop up. (If you have pop ups blocked please allow them to pop up for this website)
- c. Now enter in your information.

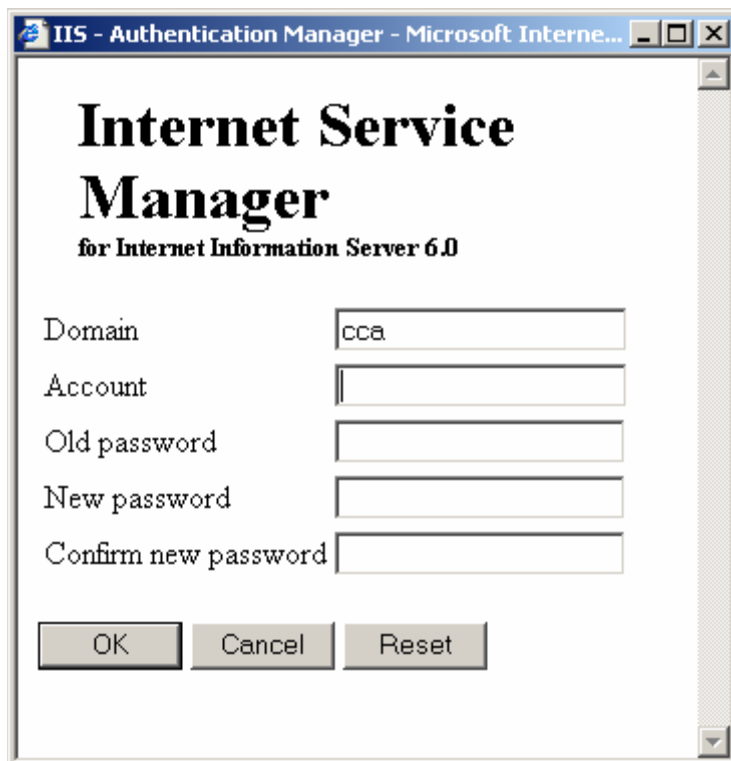
Domain – CCA

Account – YOUR USERNAME

Old Password – YOUR OLD PASSWORD

New Password – YOUR NEW PASSWORD

Confirm New Password – RETYPE YOUR NEW PASSWORD AGAIN



The image shows a screenshot of a web browser window titled "IIS - Authentication Manager - Microsoft Interne...". The main content area displays the "Internet Service Manager" interface for "Internet Information Server 6.0". It features a form with five input fields: "Domain" (containing "cca"), "Account", "Old password", "New password", and "Confirm new password". At the bottom of the form are three buttons: "OK", "Cancel", and "Reset".

That should be that for changing your password, remember that you have a different password when you check mail again.

The following are the password restrictions: Must be 8 characters or more, cannot be any of the last 8 passwords used, cannot contain any part of your username or name, must contain 3 out of the following 4 items: Uppercase, Lowercase, Number or Special Characters.