

This is what the homepage looks like when the link is entered correctly.

## It will be 24 hours before you can go to this screen to Change your Password.

💽 password - Outlook Web / 🗙 📃		
← → C 👬 🔓 https://mail.lcetb.ie/ecp/?rfr=owa&owaparam=modurl%3D0&p=PersonalSettings/Password.aspx		
Apps 📄 Suggested Sites (2) 🧰	Imported From IE 🔱 New Document	
or Outlook Web App	Roisin Frost	? *
€		
options	mail calendar regional password	
account	change password	
organize email	Enter your current password, type a new password, and then type it again to confirm it.	
groups	After saving, you might need to re-enter your user name and password and sign in again. You'll be	
site mailboxes	notified when your password has been changed successfully.	
settings	Domain/user name:	
phone	Current password:	
block or allow	New password:	
apps	Confirm new password:	
	save	
	Enter username i.e. "Icetb\joseph.bloggs" and then	
	Enter your current password "****" (given to you by the IT Dept).	
	Passwords cannot be changed until 24 hours have elapsed from last	
	password change.	
	Enter your New password "****" (This has to be 8 Characters or more	
	with Letters and digits and must include one Capital Letter – please	
	note it cannot contain any part of your name).	
	Confirm your New password "****"	
	Then Press Save	



When you have successfully logged in, please send a test email to it@lcetb.ie