Type in the link into your URL i.e. **https://mail.lcetb.ie/owa**
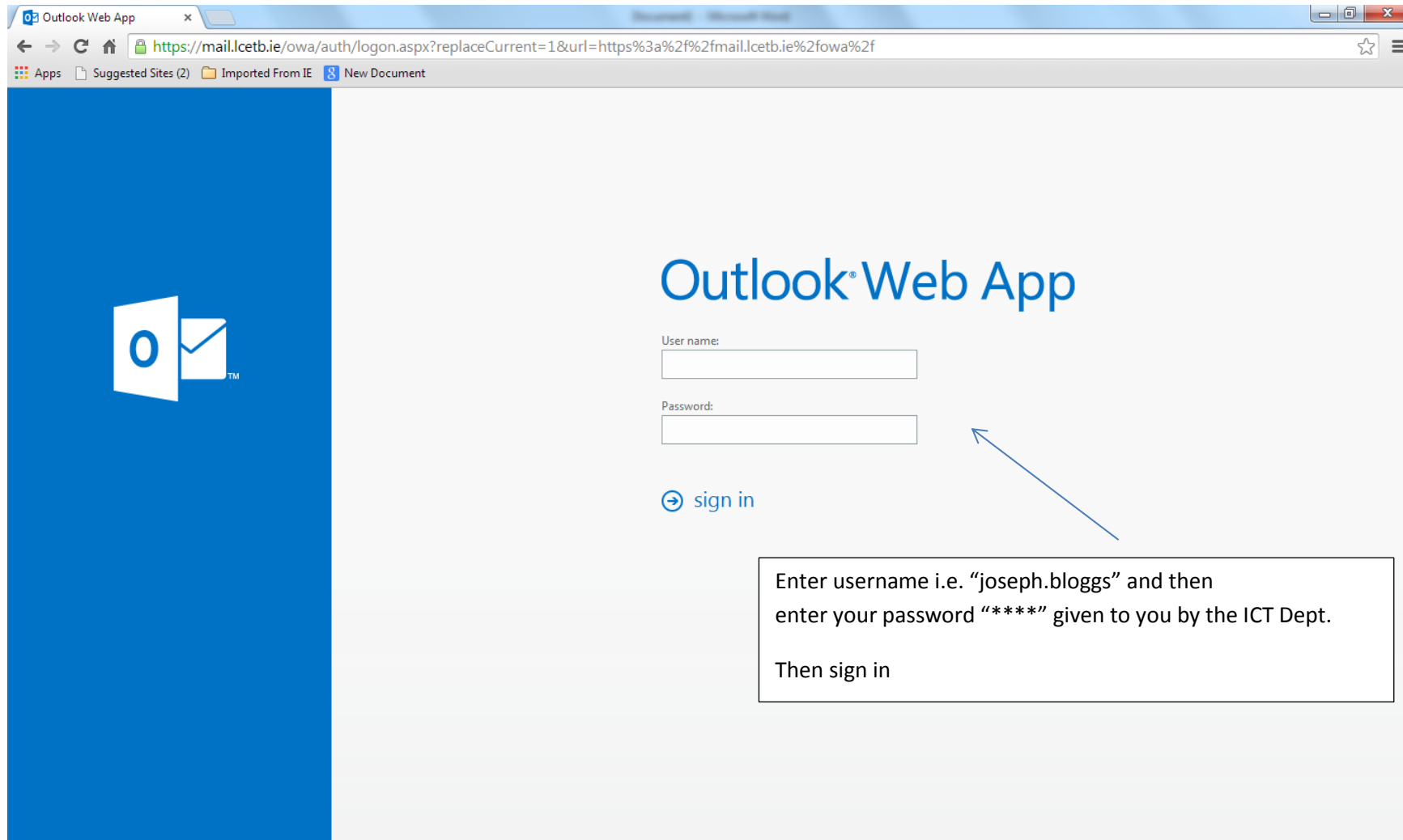
This is what the homepage looks like when the link is entered correctly.

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


Enter username i.e. "**lcetb\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

This is what your inbox should look like when logged in successfully
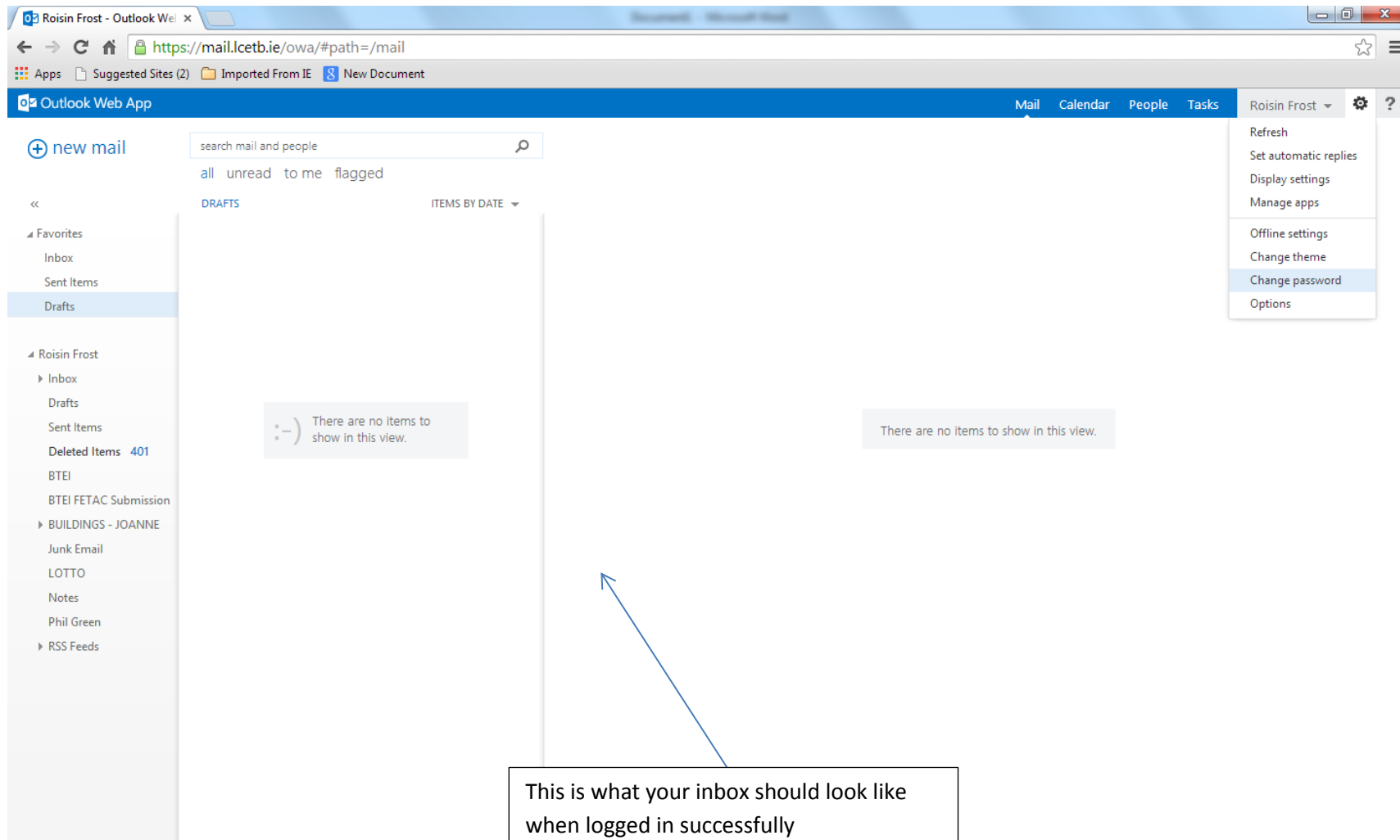
When you have successfully logged in, please send a test email to it@lcetb.ie