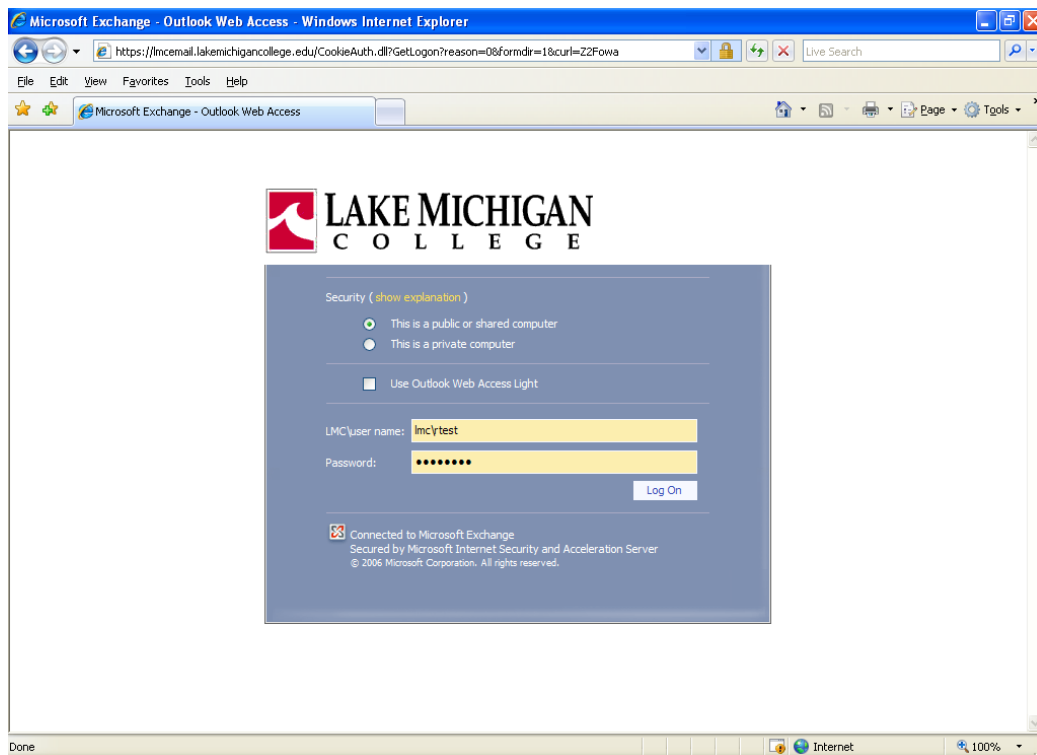


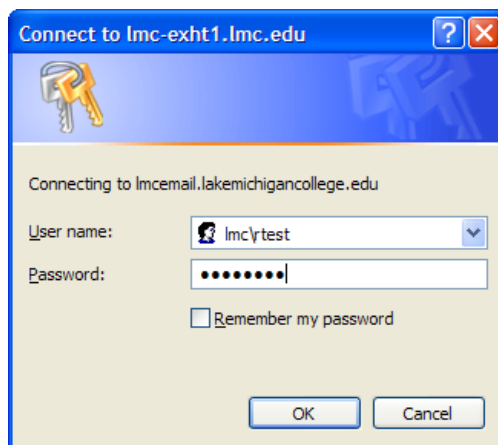
Login Overview

When you log into the Web access, while not on the college's network, you will receive the following log-on window:



To Log on, you must enter your user name, preceded by lmc\, so if your user name is psmith, enter lmc\psmith.

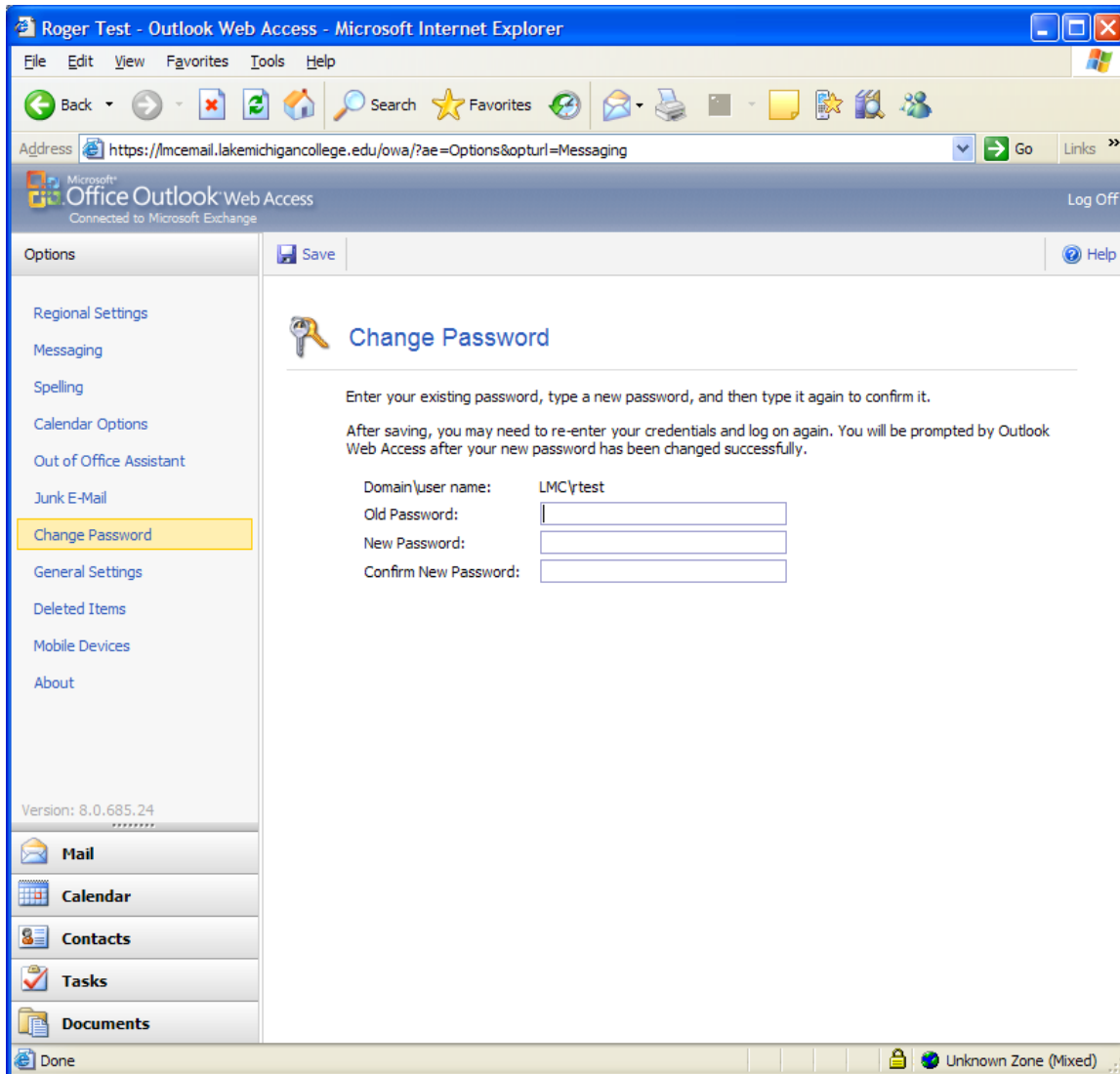
When you log into the Web access, while on the college's network, you will receive the following log-on window:



To Log on, you must enter your user name, preceded by lmc\ - so if your user name is psmith, enter lmc\ psmith.

How to change your password using Outlook Web Access

Once you have logged onto the Outlook Web Access, you can change your password by clicking on the option icon, which can be found on the right hand side, close to the top of the page. When the Options screen displays, click on Change password on the left hand side. On the Change password screen, enter in your existing password and then enter in your new password twice. Once you have entered in the new password twice, click on the Save icon above where you entered in your password. Your new password must be at least 6 characters long.



If you are having problems accessing your e-mail or changing your password, please call the IT Helpdesk at 269-927-8189.