

How to change your Outlook password

1. Do NOT open Outlook!
Open Firefox and go to: <https://ukam.uky.edu/manager/> (note that it is https: NOT http)



2. Click on 'Manage Your Account'
3. Enter you email login & your old password



4. Select 'Change Password'



- Type in your old password, and then, type in a new one twice.

The screenshot shows the 'UK ACCOUNT MANAGER' interface for 'Tony Benge'. The main heading is 'Change Your Password'. Below it, there are instructions for creating a new password, including a list of requirements: at least eight characters, use of alphanumeric characters, numbers, and special characters, and restrictions on dictionary words, user ID, email address, and current password. A 'NOTE' states that changing the password affects Blackboard, myUK, portal, VFN, Wireless Authentication, and other systems. At the bottom, there are three input fields: 'Current Password', 'New Password', and 'Verify New Password', followed by 'Submit Change' and 'Leave Unchanged' buttons.

- Click on the 'Submit Change' button
- Click on 'Logout' & then close Firefox

The screenshot shows the 'UK ACCOUNT MANAGER' interface for 'Tony Benge'. The main heading is 'Current Account Settings'. Below it, there is a table showing the current settings: Full Name (Tony Benge), University Email Address (TonyBenge@uky.edu), and Forwarding Address (benge@email.uky.edu). Below the table, there is a section titled 'Choose Management Option' with a list of options: Change Password, Change University Email Address, Change Email Forwarding Address, Change Password Self-Reset Questions, and Logout. The 'Logout' option is highlighted with a green mouse cursor.

- Bring up Outlook & use your new password!