

## How to Change Password in Microsoft Outlook

- 1. Open the Microsoft Outlook application
- 2. Click the Outlook menu
- 3. Select Preferences and Click Accounts in the preferences window:



4. Select your Exchange account name and enter your new password in the password text box:

Default Account @weizmann.a		Microsoft Exchange
eweizmann	Account description:	weizmann.ac.il
	Personal information	
	Full name:	
	E-mail address:	@weizmann.ac.il
	Authentication	
	Method:	User Name and Password
	User name:	
	Password:	