How to access Microsoft Outlook Web Access (OWA) and change your password

From <u>DCC's Homepage</u>, scroll to the bottom of the page and select the "Employee Resources" link as shown below.

Nation

The nursing program at Danville Community College (DCC) has been named number one in the Commonwealth of Virginia and one of the best nursing schools in the nation by RNCareers.org. This marks the second time this year that the college's nursing program has been recognized as first in the state.









800.560.4291

Employee Resources | Privacy Policy | Careers at DCC | Delayed Class Schedule | FOIA | Consumer Informa



Faculty & Staff Resources



Now, the Microsoft Outlook sign in page should appear. Enter your email address and password to sign in.

P	Outlook	
	Microsoft	
	Sign in to continue to Outlook	R. m.
	Email or phone	
	Can't access your account?	
	Next	
		the part of

If this is the first time accessing your account, you will be forced to change your password. If you have already accessed your account, you will not see this screen.

Cffice 365
Update password
You must update your password because this is the first time that you've signed in or your password has expired.
User ID:
tuser@dcc.vccs.edu
* Old password:
•••••
* New password:
•••••
Password strength: strong
* Confirm new password:
•••••
Save
For users signing in for the first time: Microsoft Online Services will be contacting you with tips and advice for using our products and services. In regions where permitted, we will also contact you with surveys and promotions. You can unsubscribe at any time. For more information on

If this is the first time you have accessed the Outlook Web App, you will need to set the default time zone to Eastern Time as shown below and click save.

	e time zone below.
anguage:	
English (United States)	-
lime zone:	
(UTC-05:00) Eastern Time (US & Canada)	-
→ save	

communication options, please see our Privacy Notice.

You are now logged in to the Outlook Web App.

1 Office 365

① New mail	Search mail and people	
	INBOX CONVERSATIONS BY DATE -	
«	All Unread To me Flagged	
∡ Favorites		
Inbox		
Sent Items		
Drafts		
Test Have		
⊿ lest user		
Drafts		
Sent Items		
Deleted Items	There are no items to	
Junk Email	show in this view.	
Notes		

Select an item to read. Click here to always select the first item when I sign in.