



Outlook Web App and Network Password Reset Student Guide

Yarrowonga College P-12 has its own email system to support communication between staff and students. The Yarrowonga College domain (yarrowonga.vic.edu.au) is used to communicate directly with your teachers, and also provides functionality with the G-Suite for Education (Google Apps).

Your email address on the Yarrowonga domain uses your CASES code or Student Code and is in the following format:

[CasesCode]@yarrowonga.vic.edu.au

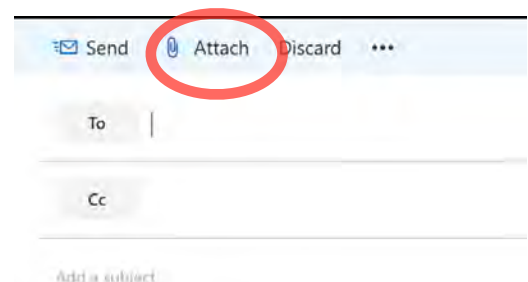
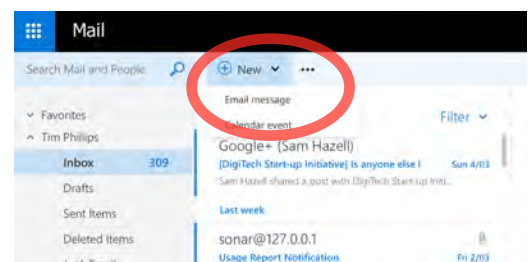
Sign-in Steps

1. Go to the web address - <https://mail.yarrowonga.vic.edu.au>
2. Alternatively, you can access through the STUDENT LOGIN page of the College website.
3. At the Log-in page - enter your **CASES CODE** (Student code, not email address) and your YCP-12 network password.



Sending an Email

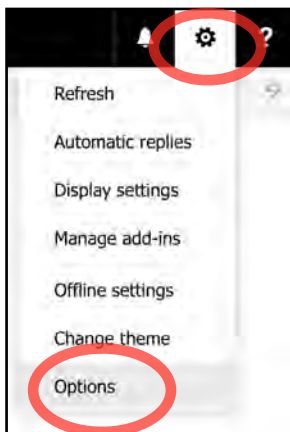
1. Click on the "New" tab, and select Email Message.
2. Add recipients in the TO field. You can also search in the Directory for email users at the College.
3. Add your Subject Line and Message in the appropriate fields.
4. You can attach a file by clicking on the paperclip icon.



How to RESET your network password from Outlook Web App

Using the OWA environment you can change your network password. It is important to understand that this changes your password for ALL web services managed by YCP-12. This includes Proxy Authentication for BYO devices, Email, Printing, Compass Login, College computer logins and usually, Google G-Suite sign-in (*unless password sync is down...*).

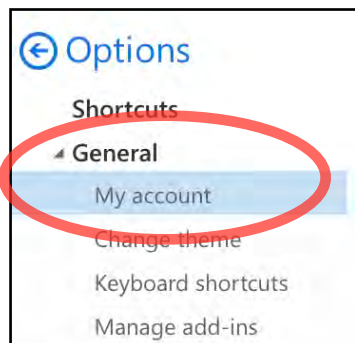
You will be required to update any stored passwords to access these services. Don't be scared, just know what your password is!



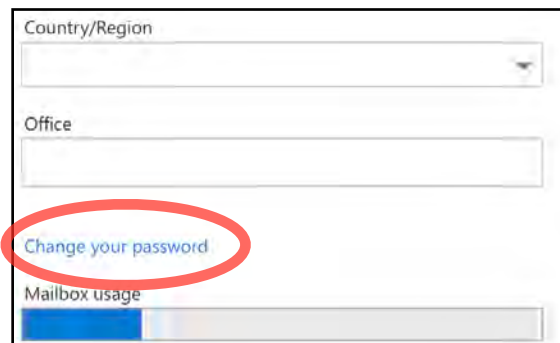
Steps

1. Once logged into OWA with your CASES code and network password, click on the SETTINGS cog, and select OPTIONS.

The OPTIONS menu appears on the left-hand side of the screen.



2. Under the GENERAL menu item, select MY ACCOUNT.



3. Just above the MAILBOX usage bar, select CHANGE YOUR PASSWORD.

Email address:	<input type="text"/>
Current password:	<input type="password"/>
New password:	<input type="password"/>
Confirm new password:	<input type="password"/>

4. Your new password needs to be COMPLEX, featuring at least 8 characters, upper and lower case letters, numbers and special characters.

Enter your current password, new password and then confirm the new password in the appropriate boxes. Click SAVE at the top of the Change Password pop-over. Job done!