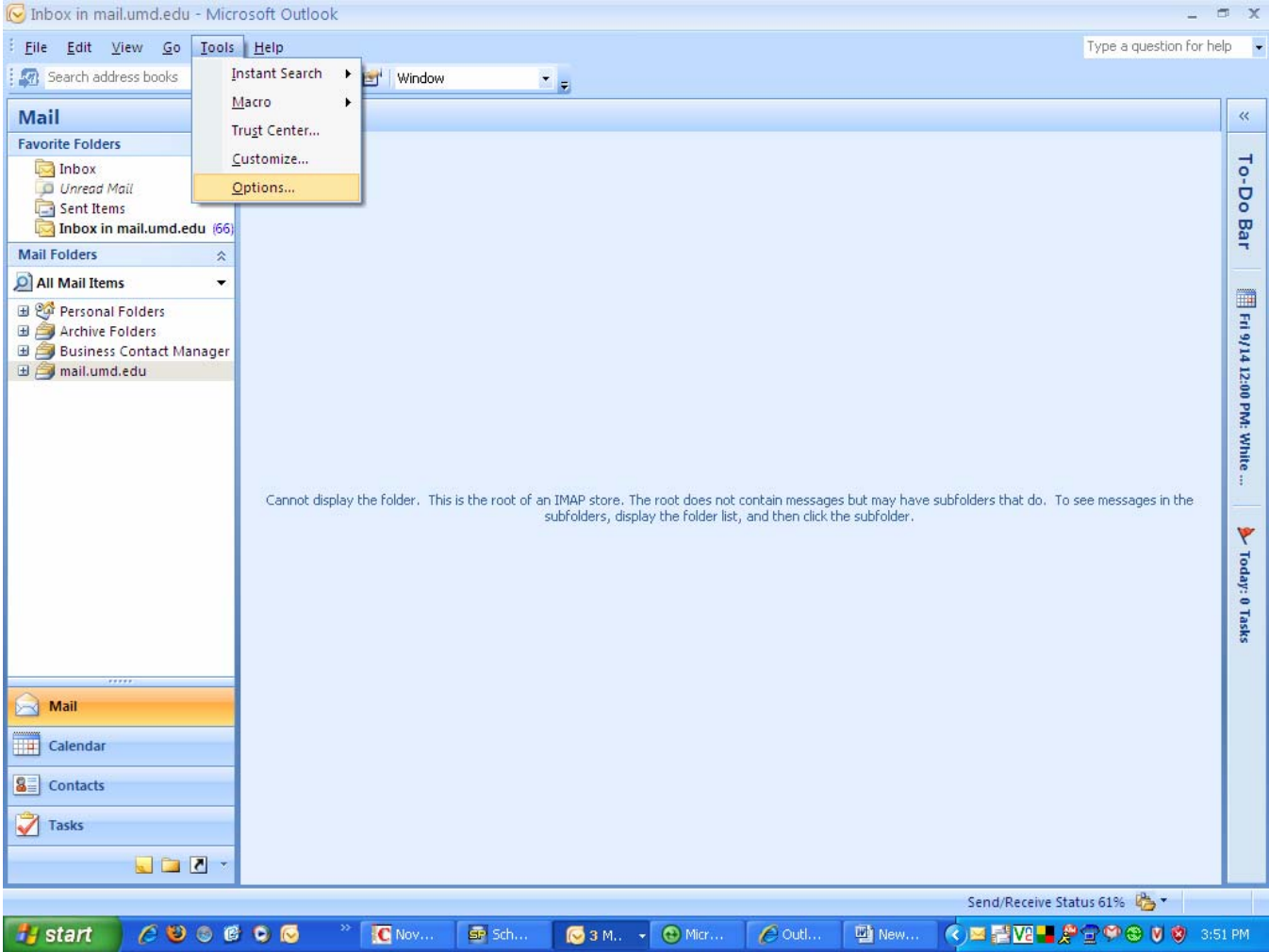
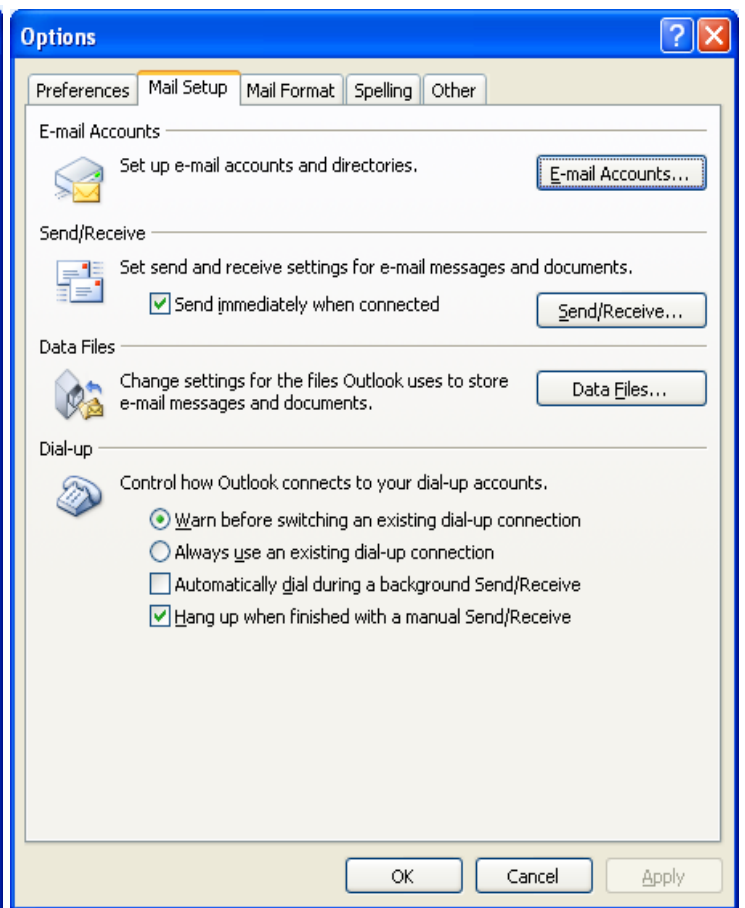
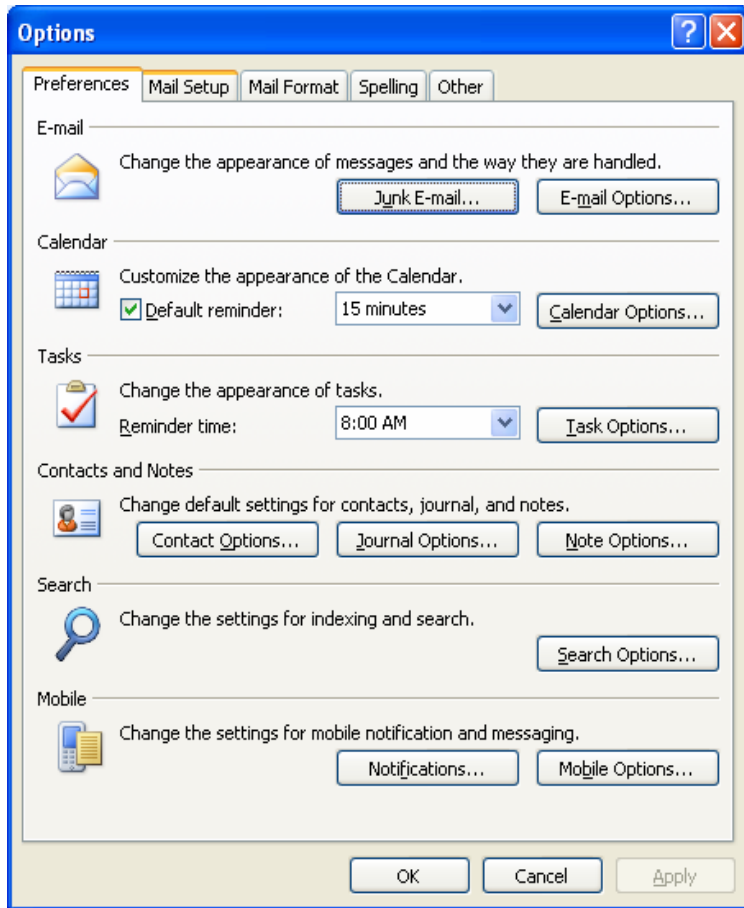


# Outlook Password Reset Instructions

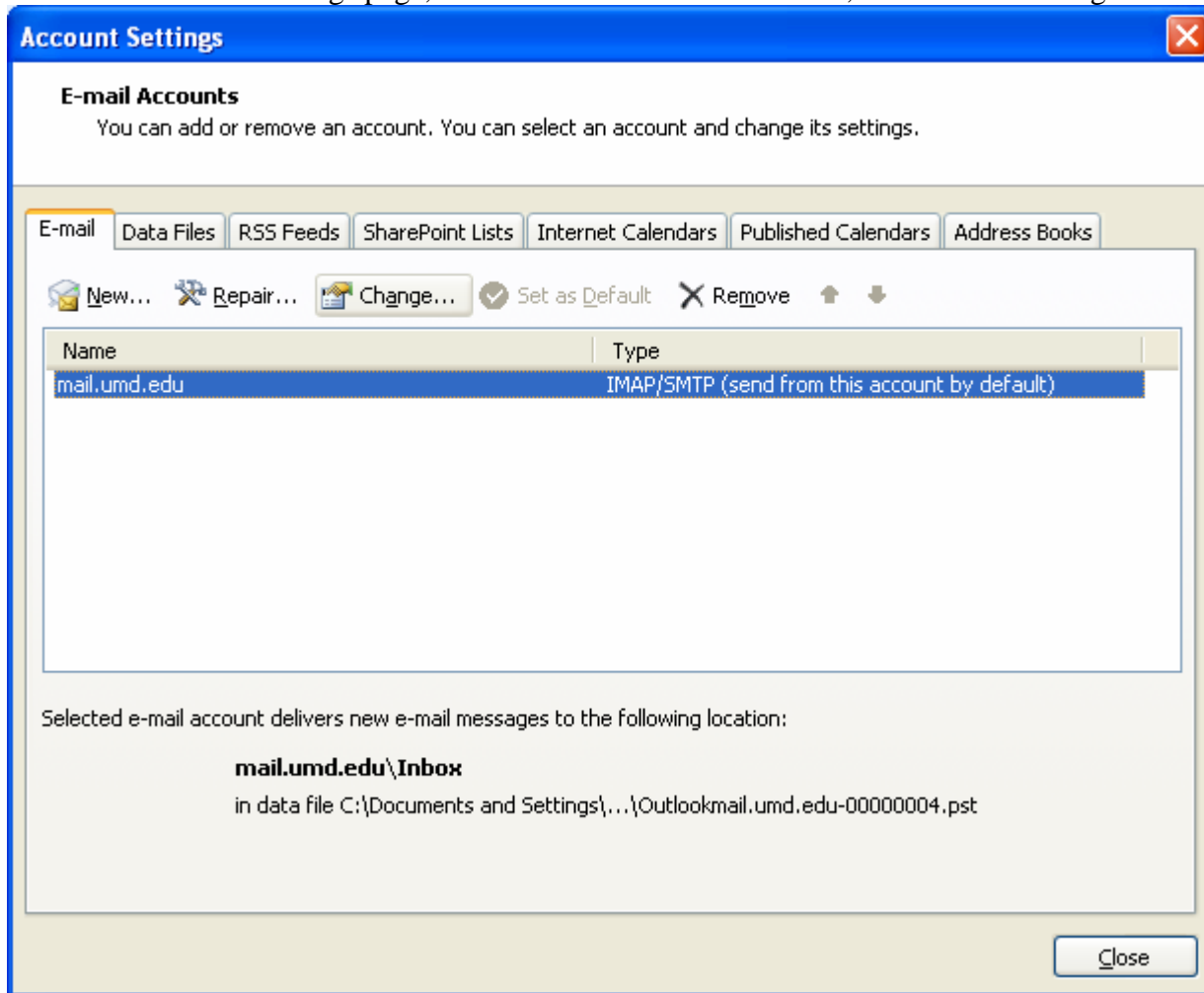
- 1. Open Microsoft Outlook
- 2. Go to Tools menu and select Options.



3. On the Options menu, select the Mail Setup tab.
4. In the Mail Setup tab, under E-mail Accounts, select the E-mail Accounts button.



5. On the Account Settings page, select the mail.umd.edu account, and click on Change.



6. Under Logon Information, delete the old password, and type the new password. Click Next.

**Change E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: Carlos Almeida  
E-mail Address: calmeid1@umd.edu

**Server Information**  
Account Type: IMAP  
Incoming mail server: mail.umd.edu  
Outgoing mail server (SMTP): mail.umd.edu

**Logon Information**  
User Name: calmeid1  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

7. On the last screen, click finish.

**Change E-mail Account**

**Congratulations!**

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back   Finish