



DATABIAS

ENHANCED INTERNET SERVICES

6 DISA ROAD | ONRUS RIVER | HERMANUS | 7201

WEB: WWW.DATABIAS.CO.ZA

EMAIL: INFO@DATABIAS.CO.ZA

EXCHANGE PASSWORD RESET TUTORIAL

STEP 1

Login to Outlook Web Access (<https://exchange.databias.co.za/owa>) with your organization's administrative account logon credentials.

Microsoft®
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

E-mail address:

Password:

[Sign in](#)

Connected to Microsoft Exchange
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STEP 2

Select 'See all options...' from the 'Options' menu in the top right corner.



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VAT 4770206078
Members: Matthew Faircliff





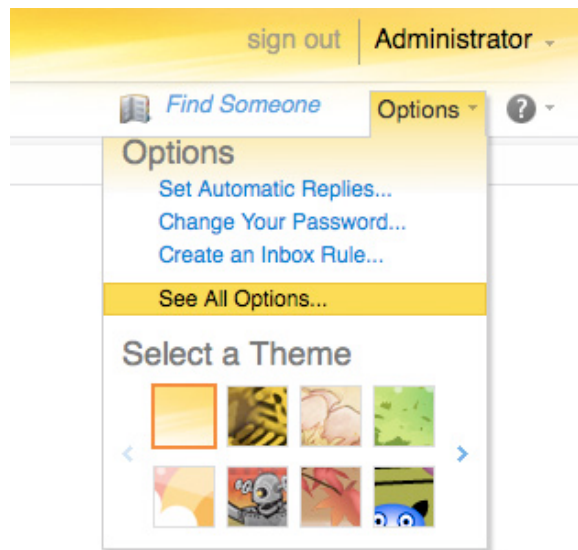
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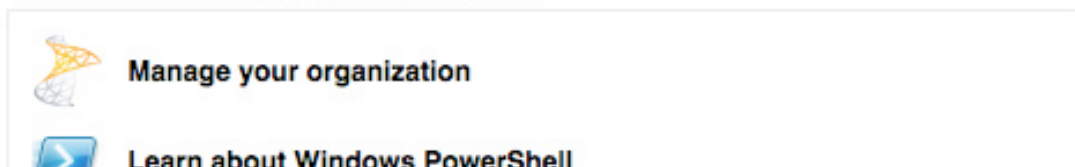
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STEP 3

Select 'Manage your organization' from the 'Shortcuts to administrative tools' option in the bottom right hand corner of the window.

Shortcuts to administrative tools



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STEP 4

Highlight the user whose password you wish to change by clicking the relevant row from the users list once and click the 'Reset password...' button. A windows will appear prompting you for the new password.

*Required fields

Reset password for [redacted]

* Password:

* Confirm password:

Error
This field is required.
[Learn More](#)

✓ Save | ✗ Cancel

STEP 5

Enter the new password and click the 'Save' button. Please note that the new password must match the password complexity requirements enforced by the system for the user's own security.



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