Microsoft Outlook Email Access (OWA)

Logging into your FCPS Email (OWA)

1. From any computer go to http://mail.fcps.org

   ✓ Do **NOT** include **www** in the address

   ✓ You may wish to add this site to your **Favorites** or create a **shortcut** on your desktop for fast access to your email login screen

2. Because you are new to FCPS, you must log-in to your FCPS account to access your email account, FCPS computers, or employee self-service.

   Your FCPS Username is: **firstname.lastname**
   Your Temporary Password is: (with no spaces)

   - Last initial capitalized
   - First initial capitalized
   - 2 digit birth month
   - 2 digit birth year
   - Last 3 digits of your social security number
   - $

Example: Jane Doe, born 02-04-88, social security #123-45-4321, add the $ to the end of the password

   Jane's password would be *DJ0288321*$

First Time Logging into your Email, you <u>MUST</u> Change your Password

The Outlook Web App **Change Password** screen will appear

- ✓ Type in your **Username**

- ✓ Type your **Current Password** (this would be your generic password)

- ✓ Enter your new **Password** (must be 8 or more characters and include two of the following: capitalization, special character, number)

- ✓ Enter your new **Password** again
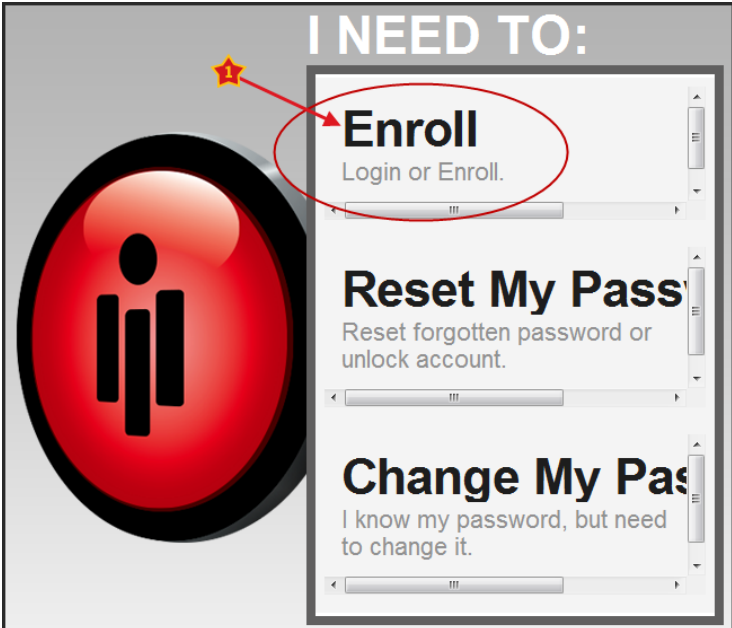
- ✓ Click **Submit**

Enroll in the Password Management

By enrolling in the **Password Management** system, you can reset your password if you have forgotten your password or locked your account without having to call the Helpdesk
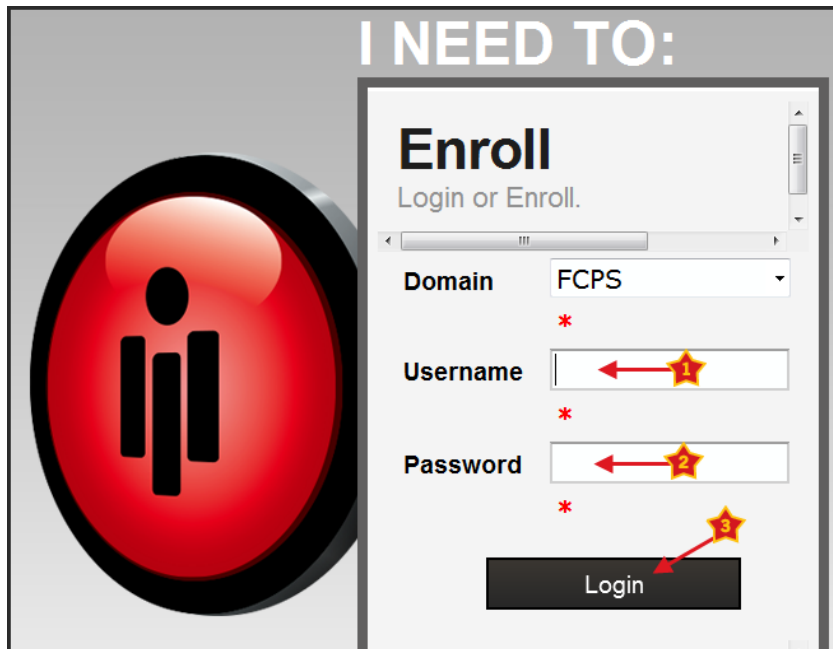
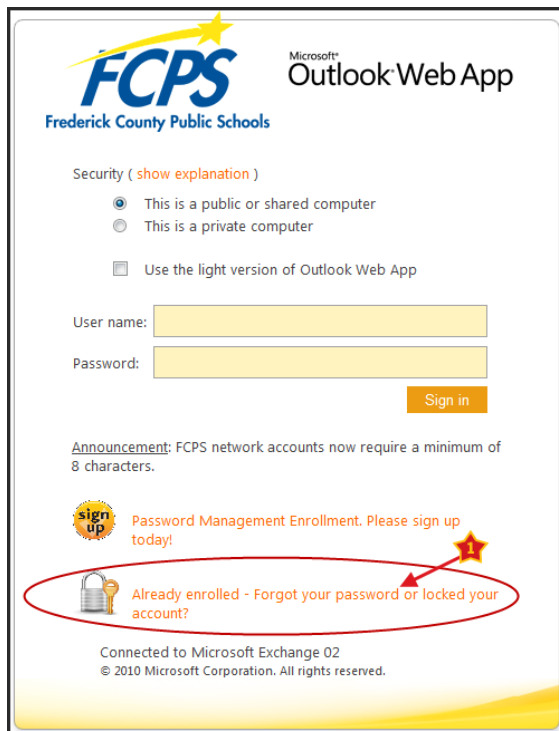✓ Go to http://mail.fcps.org and click on **Password Management Enrollment**
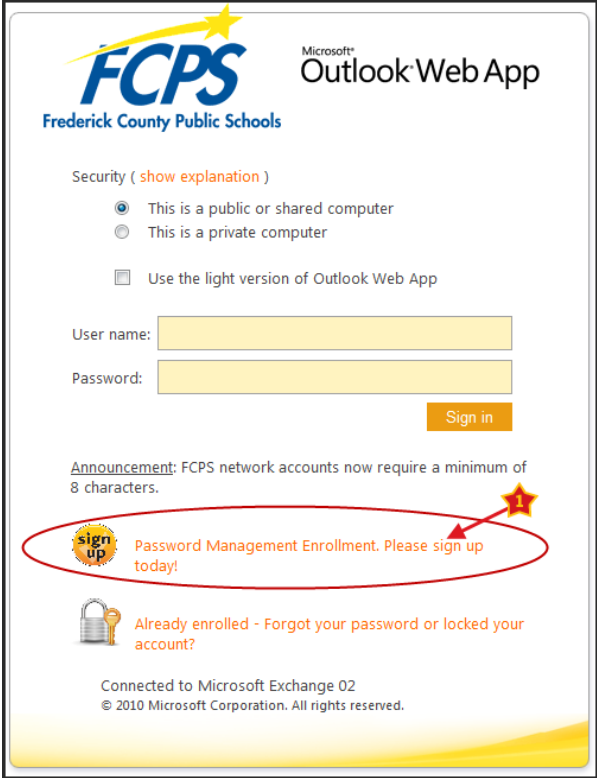
✓ Click on **Enroll**

✓ Enter your **Username** and **Password**. Click **Login**.

✓ Complete the screens that follow to finish the enrollment

✓ Now if you forget your password or lock your account, click on the link below from the email login screen

✓ If you have any questions, please contact the Tech Helpdesk at 301-644-5310