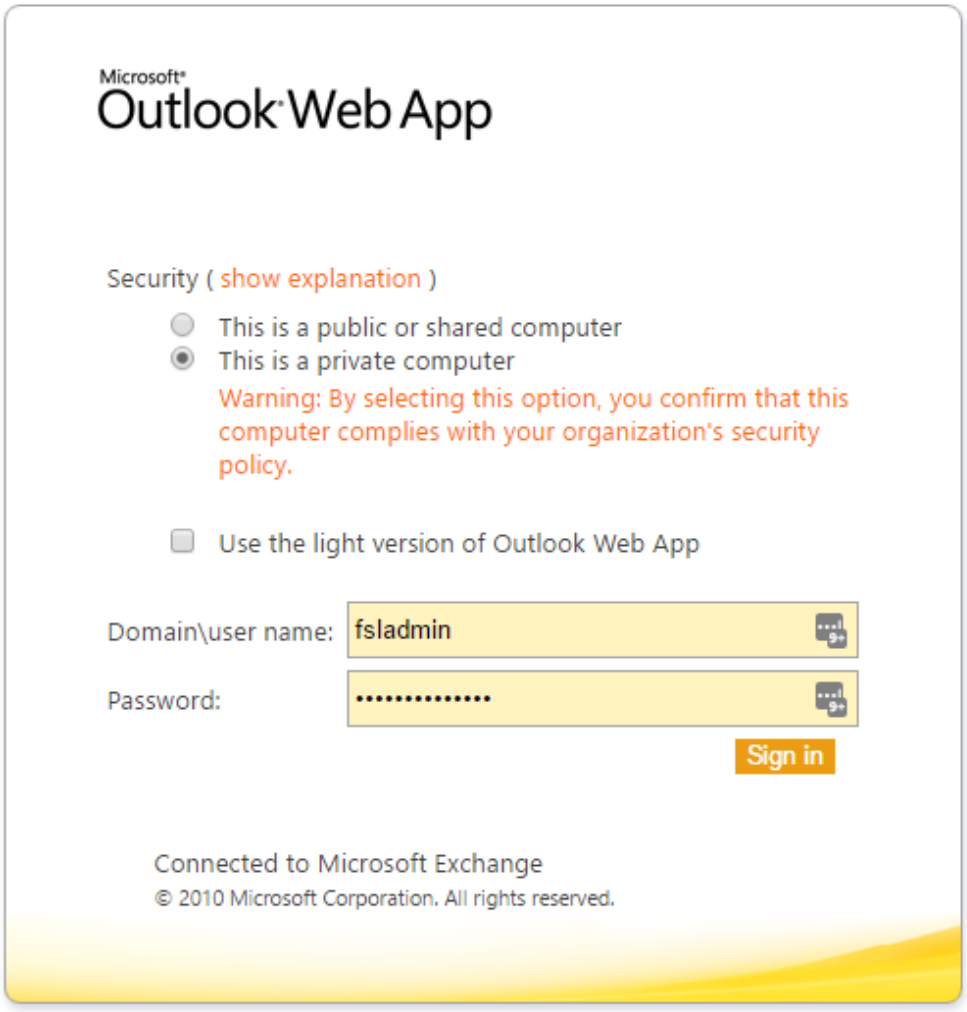
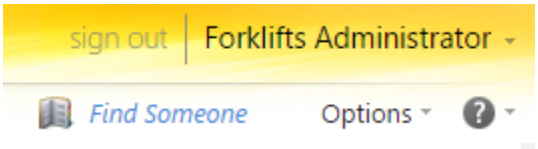
# Resetting your password through Outlook Web App

1. Open Internet Explorer and go to https://remote.flstl.com and log in with your current username and password.
    a. Your username is the first part of your email address.
    b. For most users this is your first initial and last name.

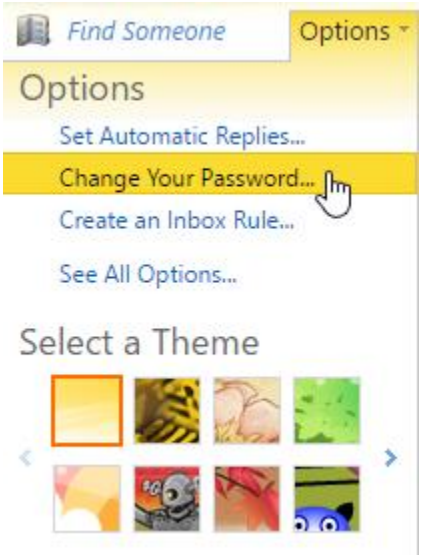



2. Click Options in the upper right hand corner.

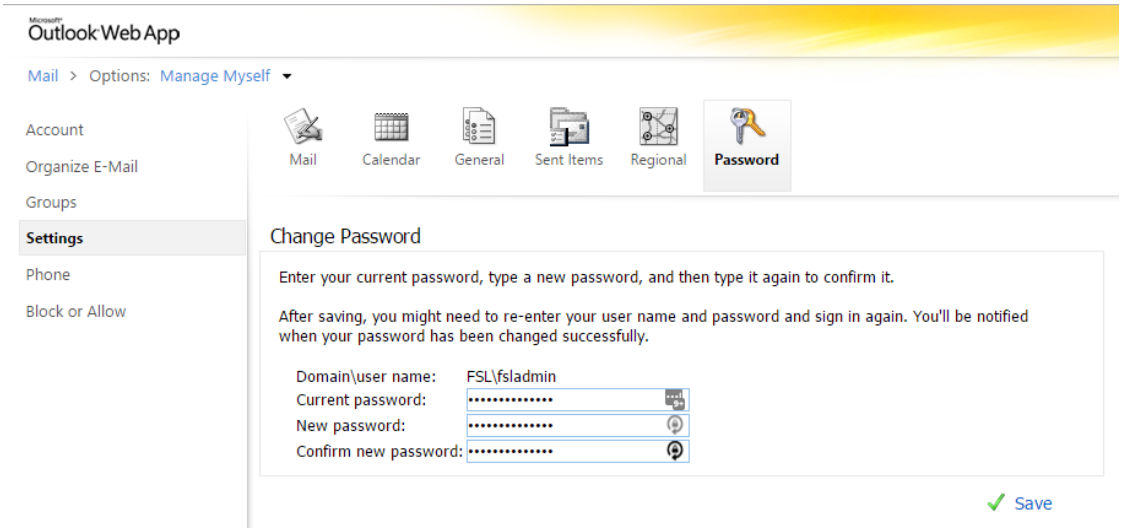


# Resetting your password through Outlook Web App

3. Click Change Your Password.




4. Enter the old and new password
    a. Type your current password in the Current Password box.
    b. Type your new password in the New Password box and Confirm New Password boxes.
    c. Click Save.




**All passwords must meet the following criteria:**

1. **Your password must be at least 7 characters long**
2. **Match 3 of these 4 rules:**
    a. **contain a number**
    b. **contain a capital letter**
    c. **contain a lower case letter**
    d. **contain a special character.**