

How to access Microsoft Outlook Web Access (OWA) and change your password

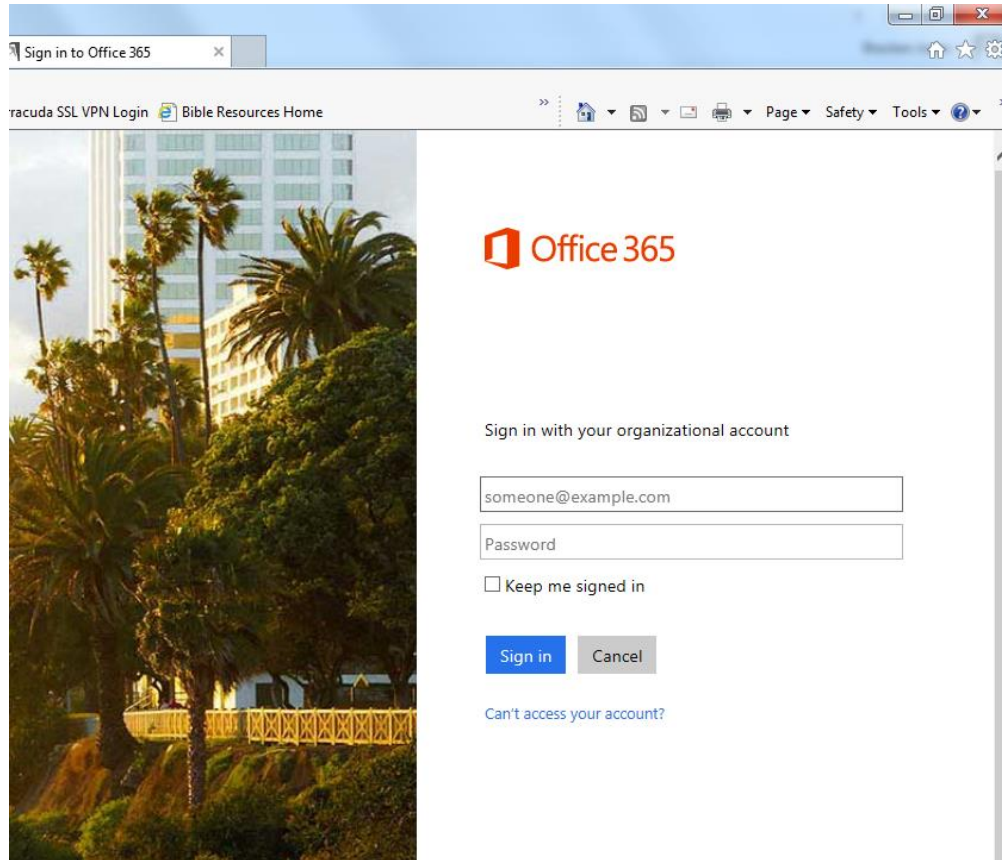
From DCC's Homepage, select the "Faculty/Staff" link as shown below.

The screenshot shows the Danville Community College homepage. At the top left is the DCC logo and name. To the right is a 'DCC Quick Links' dropdown menu set to 'Activities'. Below the logo are navigation links: 'About DCC | Future Students | Current Students | Workforce Services | Alumni/Foundation | News'. A 'myDCC' button is on the right. The main content area features a photo of four people, a 'DCC Events' calendar for Thursday, October 30, and a 'Class Schedule Click Here' button circled in red. Below the photo are various logos including AccuWeather, The Virginia Wizard, nenet, The Virginia Leadership College, TurboVote & VIRGINIA21, RCTE, smarthinking, eVA, and Norton Secured. A search bar is also visible.


Select the "Faculty/Staff Email" Link.

The screenshot shows the 'Faculty_Staff Page' on the DCC website. The navigation bar is the same as the homepage. Below the navigation bar, a dropdown menu titled 'Faculty/Staff Links' is open. The first item, 'Faculty/Staff Email', is circled in red. Other items in the menu include 'Distance Learning', 'PeopleSoft/ Student SIS', 'College Directories', 'College Forms', 'College Documents', 'Payline', 'DCC Leadership Academy', 'Teaching, Learning, and Technology Center', 'Blackboard and other Technology Tutorials', 'SIS Tutorials', 'VCCS Professional Development Website', and 'DCC Intranet'.

Now, the Microsoft Office 365 page should appear. Enter your email address and password to log in.



If this is the first time accessing your account, you will be forced to change your password. If you have already accessed your account, you will not see this screen.

 Office 365

Update password

You must update your password because this is the first time that you've signed in or your password has expired.

User ID:
tuser@dcc.vccs.edu

* Old password:

* New password:

Password strength: **strong**

* Confirm new password:

For users signing in for the first time: Microsoft Online Services will be contacting you with tips and advice for using our products and services. In regions where permitted, we will also contact you with surveys and promotions. You can unsubscribe at any time. For more information on communication options, please see our [Privacy Notice](#).

If this is the first time you have accessed the Outlook Web App, you will need to set the default time zone to Eastern Time as shown below and click save.

Outlook® Web App

Choose your preferred display language and home time zone below.

Language:

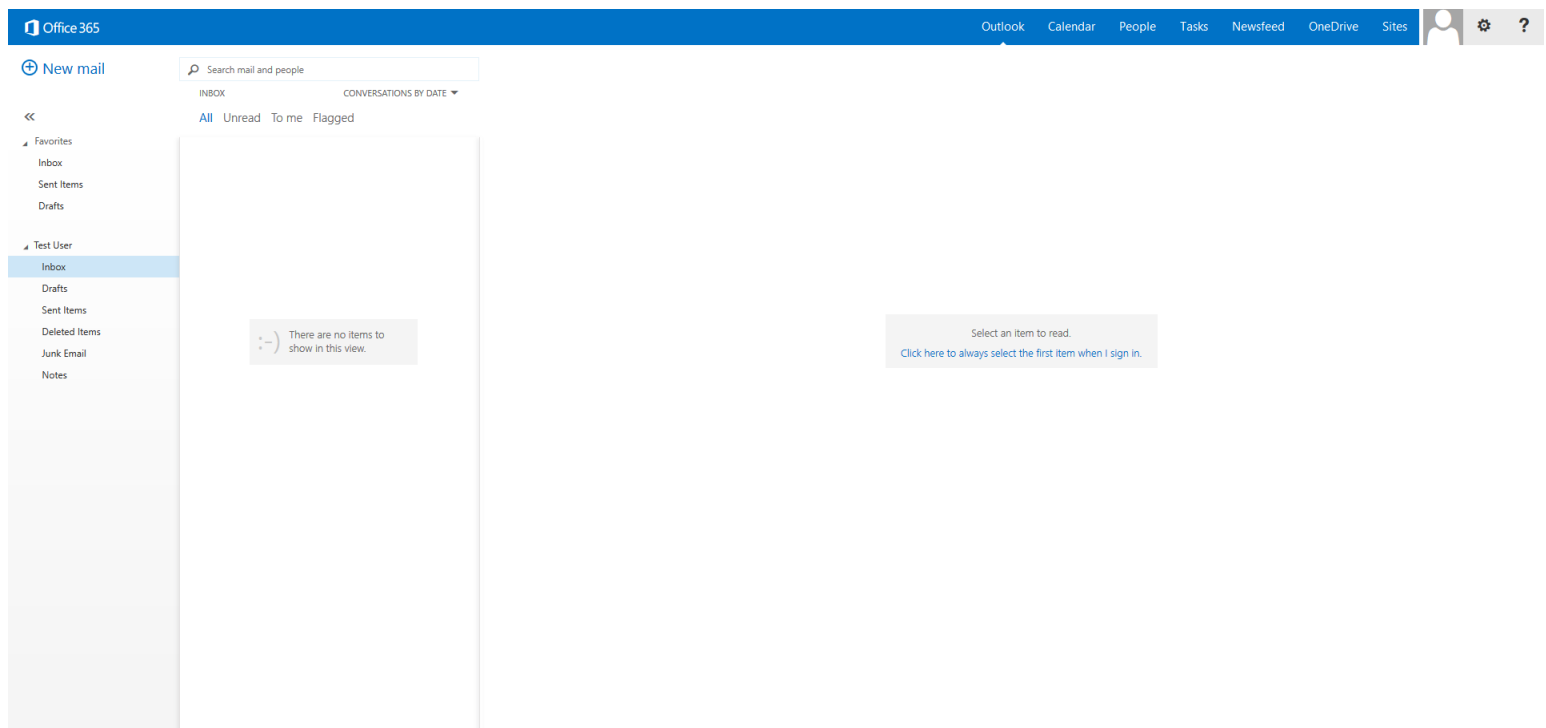
English (United States) ▼

Time zone:

(UTC-05:00) Eastern Time (US & Canada) ▼

 save

You are now logged in to the Outlook Web App.



The screenshot shows the Outlook Web App interface. At the top, there is a blue navigation bar with the Office 365 logo on the left and links for Outlook, Calendar, People, Tasks, Newsfeed, OneDrive, and Sites on the right. Below the navigation bar, there is a search bar and a navigation pane on the left. The navigation pane is expanded to show the 'Test User' folder, which contains 'Inbox', 'Drafts', 'Sent Items', 'Deleted Items', 'Junk Email', and 'Notes'. The 'Inbox' folder is selected. The main content area shows a message list with the following headers: 'INBOX', 'CONVERSATIONS BY DATE', and 'All Unread To me Flagged'. The message list is empty, and a message card is displayed with the text: 'There are no items to show in this view.' A tooltip is visible over the message card with the text: 'Select an item to read. Click here to always select the first item when I sign in.'