

Password Reset Instructions

- 1. If you are using MCA Exchange hosting through Outlook or Web-Mail
 - a. Go to <u>https://mail.mcacloud.com/ecp</u>

C Outlook Web App X	- = ×
Outlook Web App	
Security (show explanation)	_
E-mail address: user@domain.net X Password: Syn n	_
Connected to Microsoft Exchange © 2010 Microsoft Corporation. Al rights reserved.	_
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	🔍 100% 🔻 🔡

2. Login to the control panel, click on Settings \rightarrow password

Outlook Web App			sign out James Bender
Mail > Options Account Organize E-Mail	Mail Spelling Calendar General	Regional Password	My Mail 🔞
Groups Settings	Change Password		
Phone Block or Allow	Enfer your current password, type a new passw It again to confirm it. After saving, you might need to re-enter your un password and sign in again. You'll be notified with has been changed successfully. E mail address: jb@bmsg.net Current password: New password: Confirm new password:	ord, and then type ser name and hen your password	

If you are using MCA Cloud services through Remote Desktop Services.

- 1. Log into MCA cloud Remote Desktop Resource.
- 2. Click START → Windows Security



3. Change password.