

## **Computing & Networking Center**

## Dear DU User,

This is to inform you that you can change your password from DU web mail by following the below instructions:

- 1- When you login to your email through <u>https://email.du.edu.om</u>
- 2- Click on Continue to this website.

	The security certificate presented by this website has expired or is not yet valid.			
	The security certificate presented by this website was issued for a different website's address.			
	Security certificate problems may indicate an attempt to fool you or intercept any data you send to t server.			
We recommend that you close this webpage and do not continue to this website.				
	Q Click here to close this webpage.			
	Continue to this website (not recommended).			

3- On your left side from the menu click on Options

Outlook Web Access	🛅 Steps (Two-line View 👻)
Folders 📀 🔿	🗊 New + 🦉 🗙 😂 😂 🖨 + 📑 🔑 💷 🥥
CNC Helpdesk Concts Contacts Deleted Items (119) Drafts [12] Inbox [883] Journal Journal Outhox RSS Feeds Sent Items Sync Issues Tasks	From       Received       V         Subject       Image: Subject       Image: Subject       Image: Subject       Image: Subject         Subject       Image: Sub
Inbox	CNS Helpdesk Sun 9/8/2013 10:39 Username & Password for new staff CNS Helpdesk Tue 9/3/2013 9:59 AM
See Contacts	Restart logos server *** IMPORTANT **** تا الله الله الله الله الله الله الله ا
Public Folders	CNS Helpdesk Sun 9/1/2013 11:53 Username and Password (Du Portal Logos)
Rules	CNS Helpdesk Sun 8/4/2013 10:06 ج الاطلاع على اندارات التياب 🕲
0ptions	CNS Helpdeck Sun 8/4/2013 10:05 🛼 🔻

4- Click on change password.

Calendar   B   Contacts   Contacts   Calendar Options   Day start time:   Store   Day start time:   Store   Sournal   Journal   J	🖃 🚔 CNC Helpdesk		Current Time Zone:	(GMT+04:00) A	bu Dhabi, Muscat		
Collected Items (119)   Dette [12]   Durits [12]   Durits [12]   Durits [12]   Durits [12]   Durits [12]   Day start line:   Boy start line:   Day end time:   Stoo PM   Day ont time:   Stoo PM   Polic Folders   To view reminders, you must use Microsoft Internet Explorer 5 or later.   Pist reminder:   To view reminders for Task items   Play a sound when a reminder is due   Default reminder:   Default reminder:   Stoo AM   Contacts   Contacts   Public Folders   Public Folders   Public Folders   Public Folders   Contacts   Public Folders   Colder View Items to view and recover items that were recently empted from your Deleted Items   View Items to view Items to view and recover items	Calendar						
Week begins on: Sunday   Day start time: 3:00 AM   Day start time: 3:00 AM   Day end time: 5:00 PM   Pass Feeds First week of year:   Do not display week numbers To view reminders, you must use Microsoft Internet Explorer 5 or later.   Synt Issues To view reminders, you must use Microsoft Internet Explorer 5 or later.   Tasks Contact Options   Contacts Contacts   Nubic Folders Change Password   Tasks Recover Deleted Items   Public Folders View Items to view and recover items that were recently emptied from your Deleted View Items	Deleted Items (119)	Calend	Calendar Options				
Inbox [883]   Journal   Dunk E-mail [5]   Notes   Outbox   RSS Feeds   Sent Items   Sync Issues   To view reminders, you must use Microsoft Internet Explorer 5 or later.   Image: Sync Issues   To view reminders for Calendar items   To view reminders for Calendar items   To view reminders for Task items   Play a sound when a reminder is due   Default reminder:   1 Inbox   Contact Options   Contacts   Inbox   Insks   Public Folders   Nules   Options	Drafts [12]		Week begins on:	Sunday 🔫			
Journal Day end time: 5:00 PM   Junk E-mail (6) Notes   Notes First week of year: Do not display week numbers   Outbox Sent Items   Sent Items To view reminders, you must use Microsoft Internet Explorer 5 or later.   Sent Items To view reminders for Calendari items   To siew reminders for Taski items Play a sound when a reminder is due   Default reminder: 15 minutes   Play a sound when a reminder is due Default reminder:   Default reminder: 15 minutes   Contact Options Contacts   Staks Password   Tasks Recover Deleted Items   Public Folders Change Password   Tasks Change Password   Tasks Change Password   Tasks Change Password   Public Folders Cick View Items to view and recover items that were recently emptied from your Deleted Items   Tasks Cick View Items to view and recover items that were recently emptied from your Deleted Items			Day start time:	8:00 AM 🝷			
Junk C Finan [9]   Outbox   RSS Feeds   Synt. Issues   To view reminders, you must use Microsoft Internet Explorer 5 or later.   Image: Synt. Issues   To view reminders, you must use Microsoft Internet Explorer 5 or later.   Image: Synt. Issues   To view reminders, you must use Microsoft Internet Explorer 5 or later.   Image: Synt. Issues   Image: Synt. Issues  <	Journal		Day end time:	5:00 PM 👻			
Contact   Contacts   Contac			First week of year:	Do not display	week numbers 🔻		
Sent Items   Sync Issues   To ska   To ska   Inbox   Contact Options   Check names first in:   Global Address List   Contacts   Tasks   Password   Tasks   Recover Deleted Items   Pients to view reminder so view and recover items that were recently emptied from your Deleted View Items to view and recover items that were recently emptied from your Deleted View Items	RSS Feeds	Remin	Reminder Options				
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<ul> <li>✓ Tubb</li> <li>✓ Cnable reminders for Task items</li> <li>✓ Play a sound when a reminder is due</li> <li>Default reminder: 15 minutes </li> <li>✓ Contact Options</li> <li>✓ Contact Options</li> <li>✓ Check names first in:</li> <li>✓ Contacts</li> <li>✓ Change Password</li> <li>✓ Change Password</li></ul>	Sync Issues	-	Enable reminders for Calendar items				
Play a sound when a reminder is due   Default reminder:   15 minutes   Contact Options   Check names first in:   Contacts   Password   Change Password   Change Password   Check names first in:   Check names first in:   Contacts   Contacts   Password   Check names first in:   Check names first in:   Contacts   Password   Check names first in:   Check names first in:   Check names first in:   Contacts   Contacts   Check names first in:   Check names first in: </th <th></th> <th></th> <th>Chable reminders for Task</th> <th>k items</th> <th></th> <th></th>			Chable reminders for Task	k items			
Contact Options   Contact Options   Contact Options   Check names first in:   Check names first in:   Contacts   Contacts   Contacts   Contacts   Public Folders   Rules   Options							
Contact Options   Check names first in:   Contacts   Password   Check names first in:   Check nam				inder is due			
Contact Options         Check names first in:         Global Address List         Contacts         Contacts         Public Folders         Rules         Options			Default reminder:	15 minutes 🔻			
Check names first in:   Global Address List   Contacts   Calendar   Calendar   Calendar   Contacts   Change Password   Change P		Contact Options					
Inbox Contacts   Calendar Password   Contacts Change Password   Tasks Change Password   Tasks Change Password   Public Folders Click View Items to view and recover items that were recently emptied from your Deleted   Public Solders View Items   Options View Items			Check names first in:				
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Similar Contacts   Change Password   Tasks   Public Folders   Recover Deleted Items   Rules   Options   Click View Items to view and recover items that were recently emptied from your Deleted Items	Calendar	Passwo	ord				
Y Tasks     Recover Deleted Items       Public Folders     Click View Items to view and recover items that were recently emptied from your Deleted       Rules     View Items       Options     View Items	Seal Contacts	3	Change Password				
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Rules       Click View Items to view and recover items that were recently emptied from your Deleted         Options       View Items	Dublic Faldow	Recove	er Deleted Items				
Rules View Items		a	Click View Items to view and red	cover items that	were recently emp	tied from your Deleted	
2 Options	C Rules	450	View Items				
	options						

5- In the domain name type du.edu.om, your username, old password, new password and then confirm the new password as it shows in the picture. Then click ok.

Note:

\* Password should contain no less than 8 characters.



6- Your password has been successfully changed.



7- Finally go back to check your email.

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