How to Reset Your Exchange Unified Messaging PIN

If you are unable to log onto Exchange Unified Messaging with your existing PIN, use these instructions to reset your PIN.

1. Log onto Outlook Web Access (OWA) http://mail.minotstateu.edu

2. After logging into OWA, click on the ⚙ icon in the upper right hand corner of the screen, then select **Options.**
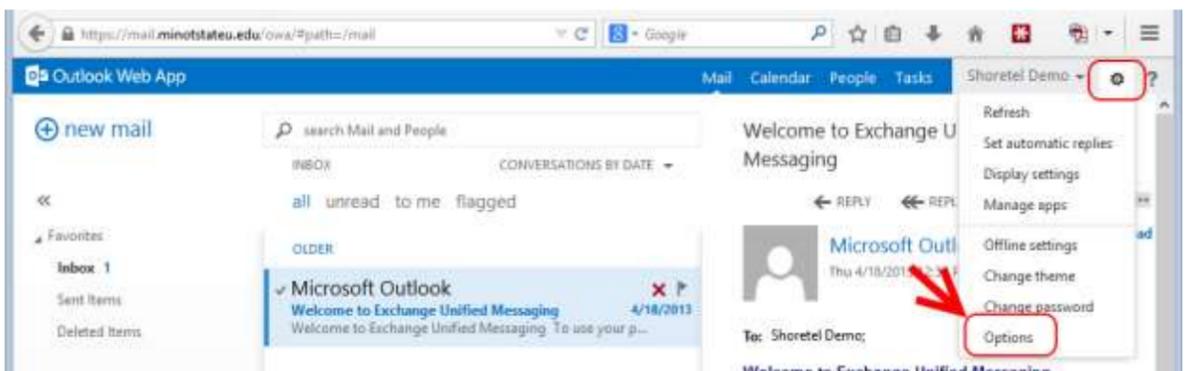
3. Next click on **Phone** on the left hand side of the screen and then scroll down on the right to the Reset PIN section, click on **Reset my Voice Mail PIN**...
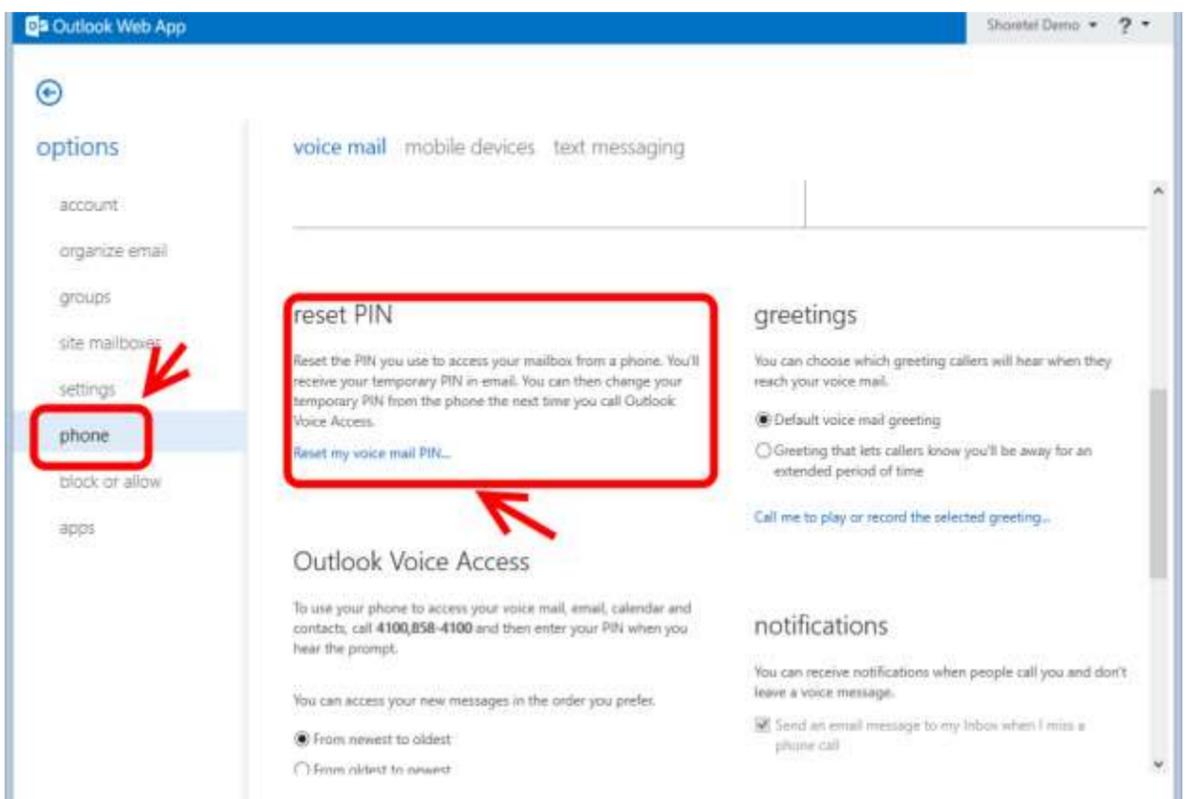
4. You will be asked to confirm that you want to reset the PIN. Click on **OK**. Exchange will randomly generate a new PIN.
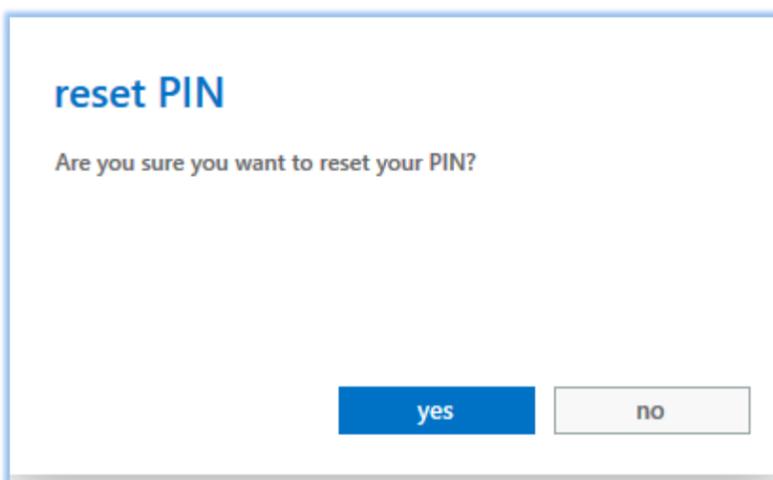
5. You will receive a confirmation **email message** containing the new PIN from "*Microsoft Outlook*" in your E-Mail inbox.