Go to “Tools” menu and then “Accounts”.

A new window will pop up, select the entry for CalMail (mail) as shown below. Click on “Properties.”
Outlook Guide to Single Sign-On (PC)

Under the “Password” area, change the password to your CalNet passphrase.

On same window, click on “Settings” of Outgoing Mail Server, under “Log on using,” enter your CalNet passphrase under the “Password” area.
Similar to Outlook Express, in Microsoft Outlook, go to “Tools” menu then “Email Accounts.” A new window should come up as shown. Select “View or change.” option and then select the account and choose “Change...”

Change the “Password,” by entering the corresponding CalNet passphrase. Do NOT change your User Name.