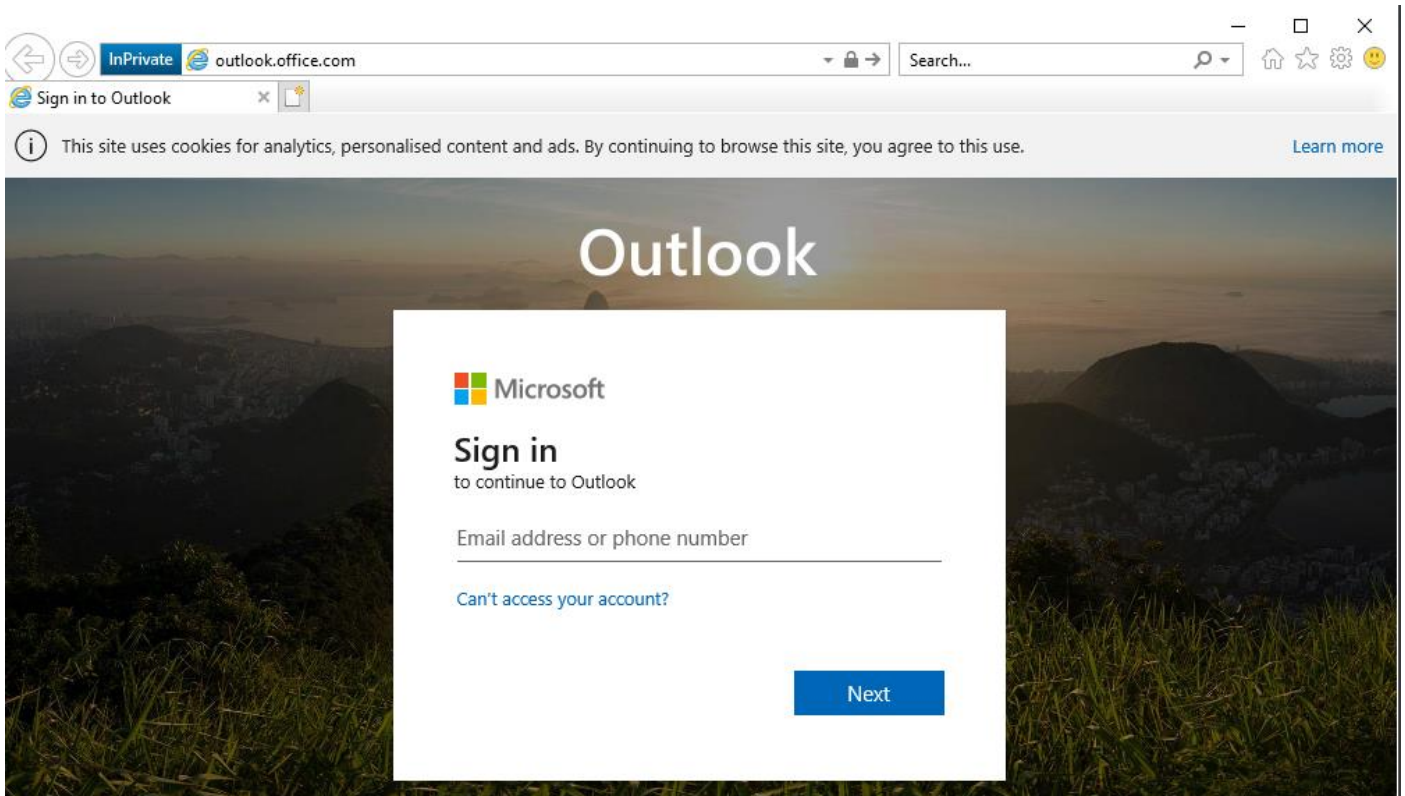
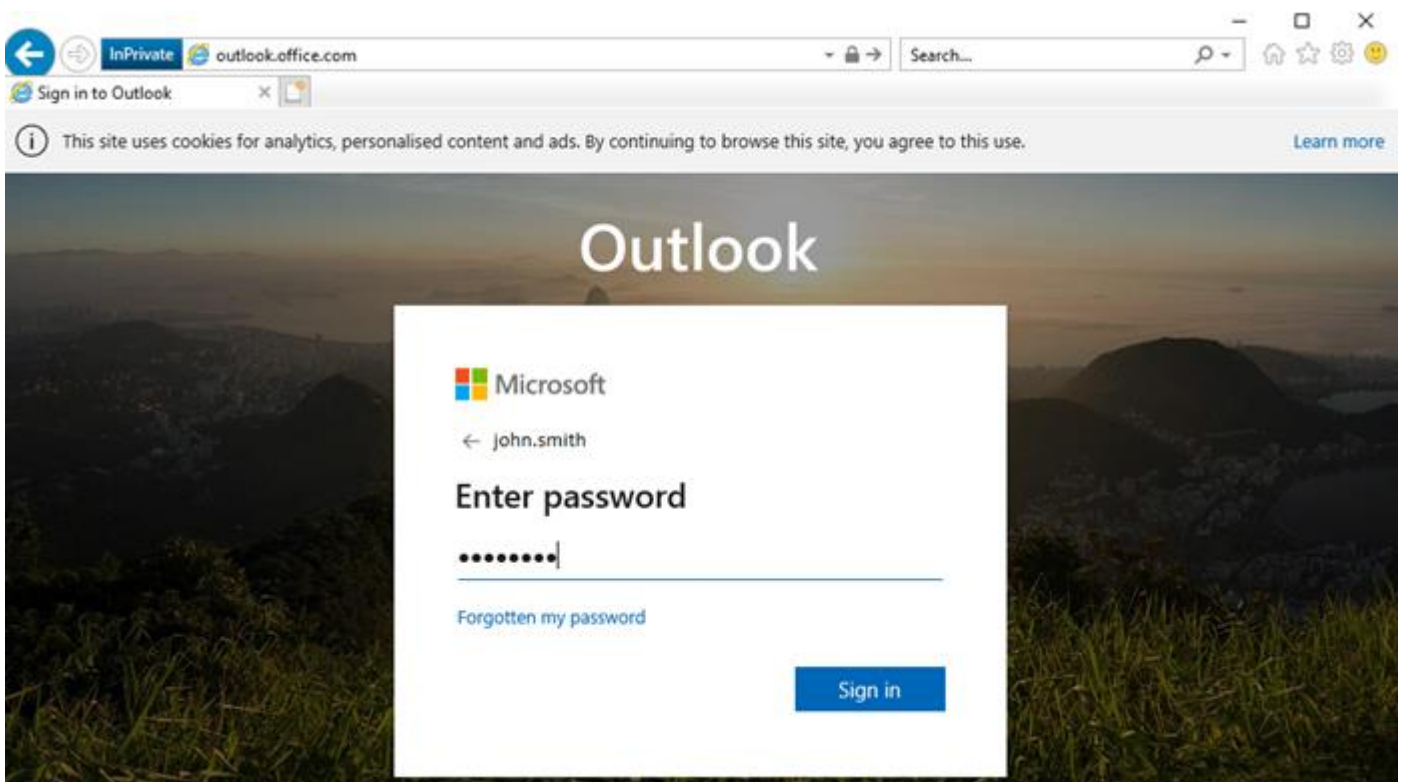


## Changing your email password – Office 365

- 1) Open your internet browser and go to <https://www.office.com/signin>
- 2) You will be presented with a sign in page, **enter your email address** e.g. [john.smith@company.co.uk](mailto:john.smith@company.co.uk)  
(If you are already signed in it will open to step 4)

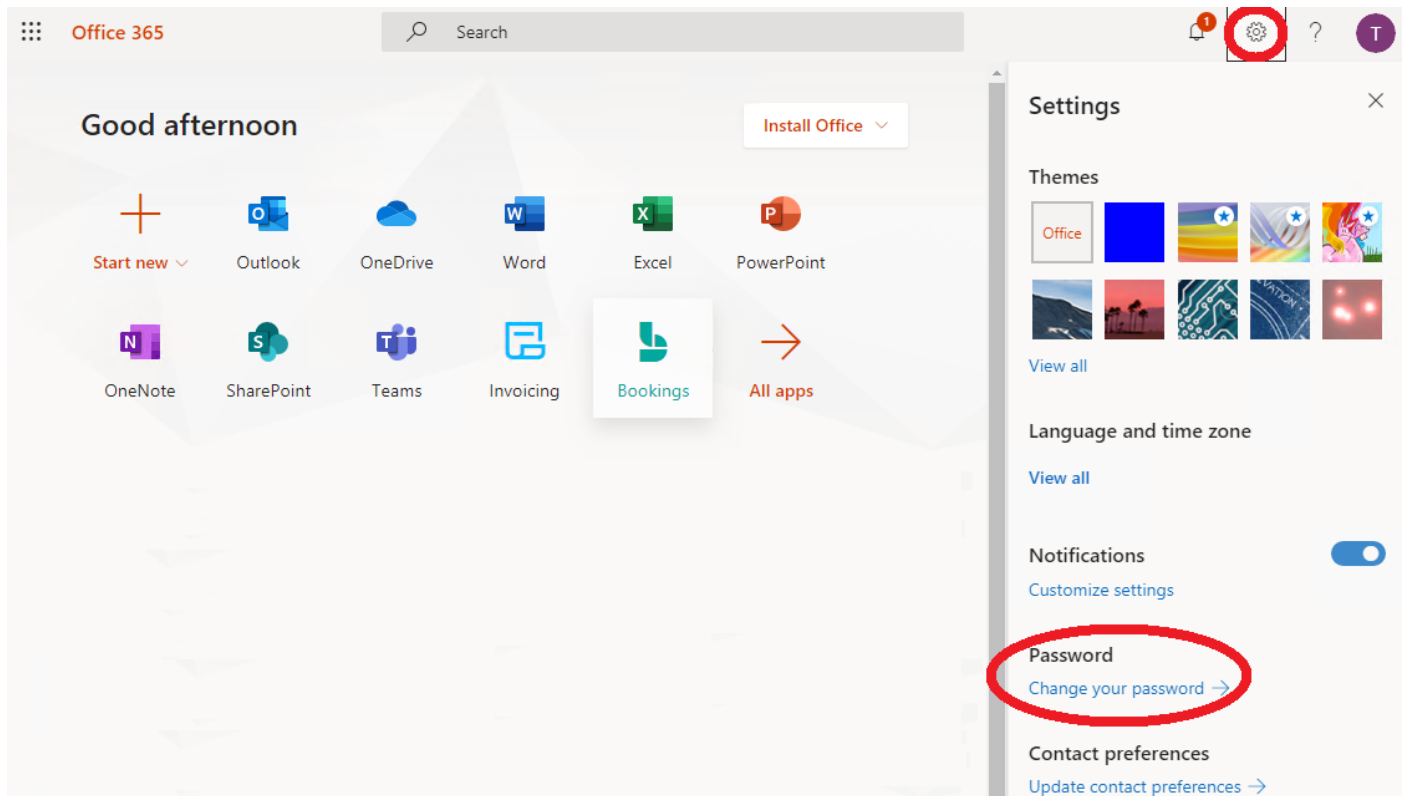


- 3) Enter your existing **Office 365 password**



## Changing your email password – Office 365

- 4) Click on the **cog** symbol at the top right corner (highlighted by the red circle)  
Now click on **Change your password**



- 5) Enter your existing password in the Old password box.
- 6) Create a new password and confirm it in the new password boxes.
- 7) Lastly click **submit** to finish and change your password.

## change password

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

### User ID

#### Old password

#### Create new password

Password strength

#### Confirm new password

submit

cancel