

Changing your Outlook Password

1. Log on to www.office.com
2. Sign in with your current Office 365 credentials
3. In the top right corner, click on your account profile picture (yours may just be your initials)
4. Click on My Account
5. Under Security & Privacy, click on Manage security & privacy
6. Select Password: Change your password
7. You will need to type in your existing password, create a new password, and then confirm it
8. Click Submit