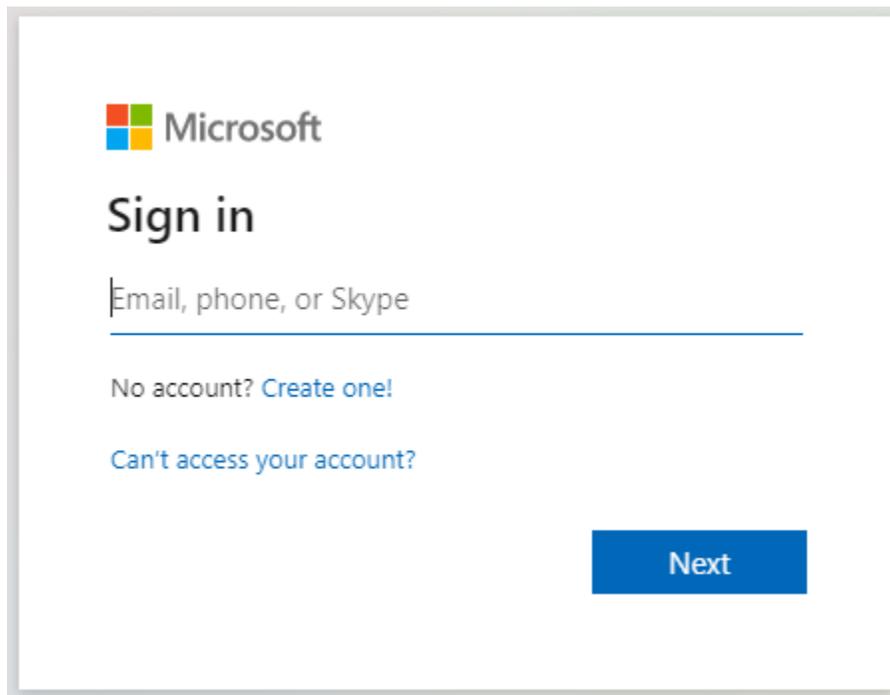


Changing Your Microsoft 365 Password

This is a guide on how to change your Microsoft 365 password. Microsoft 365 is most commonly used for company email, but may also be used for Office software, Sharepoint, and other programs or services. You can change your password at any time, and your company may have a policy requiring password changes at regular intervals. Note: if your email password syncs from your computer logon, changing your computer password is the correct method to change your email password.

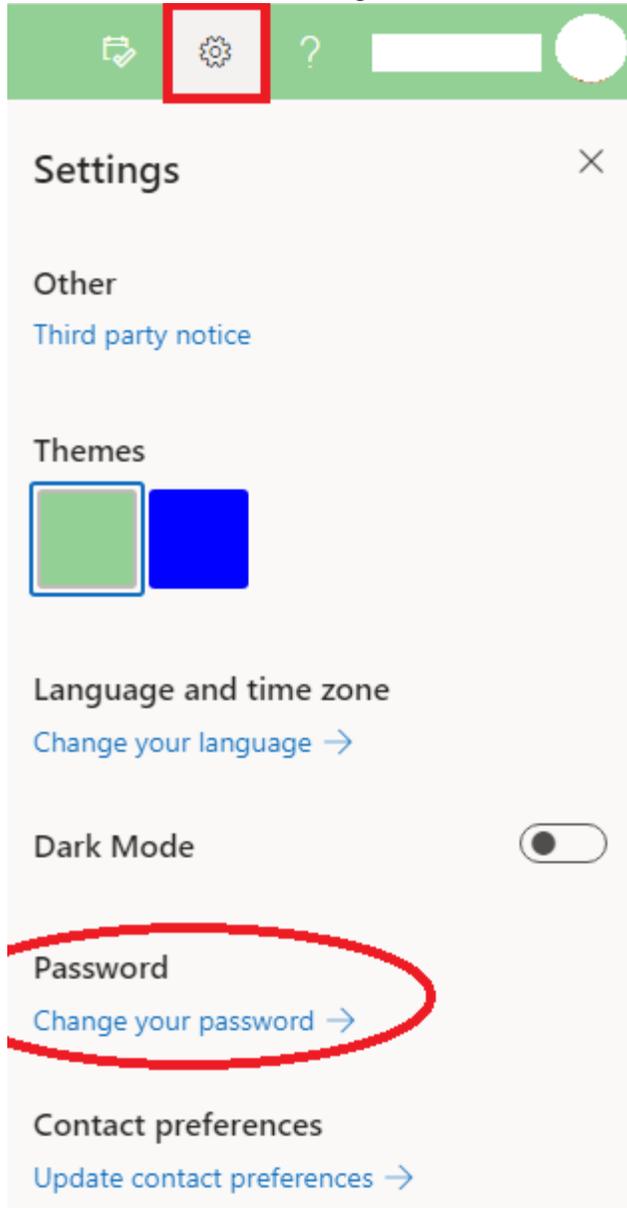
1. Begin by opening a web browser and opening the Office 365 page, <https://portal.microsoftonline.com>. Log in with your email address and current password.



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the sign-in area is a blue button labeled "Next".



2. In the upper right corner of the website, click the small gear icon, then select "Change your password"



3. Fill in your current password, then enter in your desired new password twice. The new password must meet complexity requirements; the bar beneath the fields will turn green when the password is acceptable. Click "Submit" to complete the process.

change password

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID

*****@*****.com

Old password

Create new password

Password strength

Confirm new password

submit

cancel

4. This change will take effect nearly instantly. Keep in mind, changing your password will effect all devices you check email on: Outlook, phones, tablets, etc. They will prompt you to enter the new password the next time you use them.

Reach out to SmartPath Technologies if you experience any issues.

