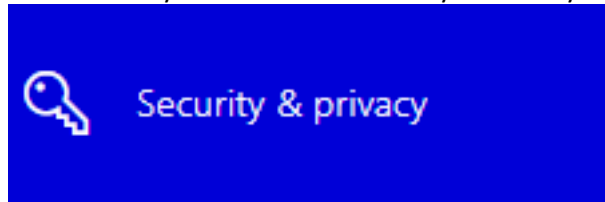


Password Change instructions:

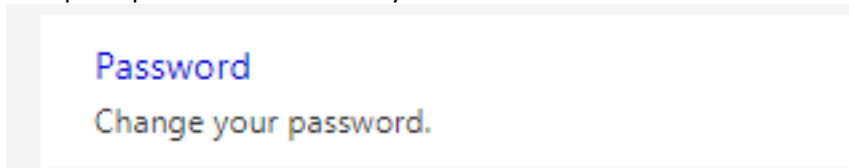
1. Log into Office365 using your email address and password
2. Click on your account picture in the top right hand corner of the window. It will usually be right next to your name.
3. Once that opens you will see a link to "my account" please click on that.
4. On the left hand side you will see where it says "Security &



Privacy"

Please click there.

5. That will then open up a new menu where you can select



Password.

6. You can then enter in your old password and create your new password. When you are done

Old password

Create new password

Confirm new password

submit

cancel

please click submit.