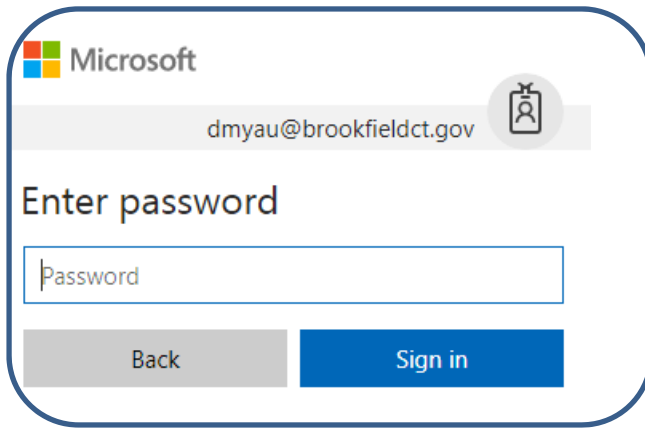


Office365 email web-access login and password change instruction

Updated on 11/20/2017

A. To login

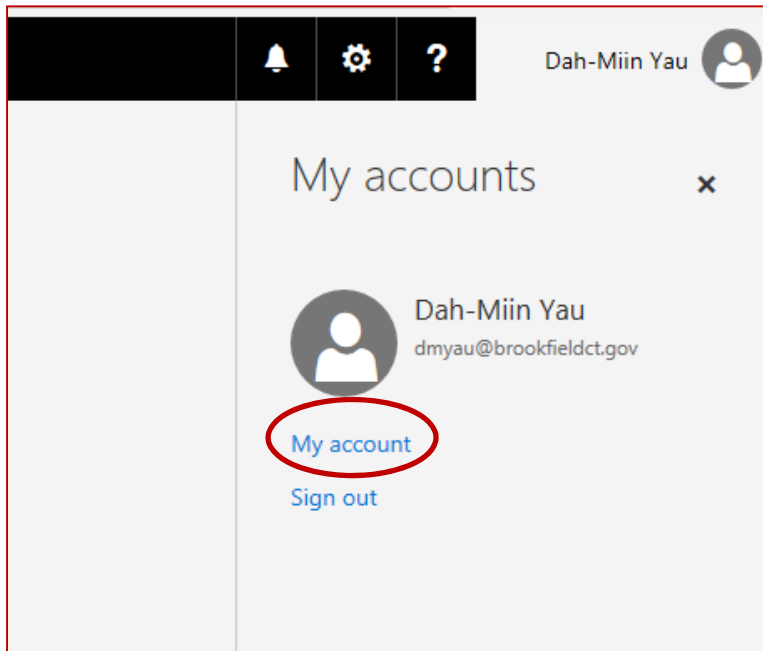
- The URL to access the office365 email is <http://outlook.office365.com>
- You will enter your full email address and password to sign in



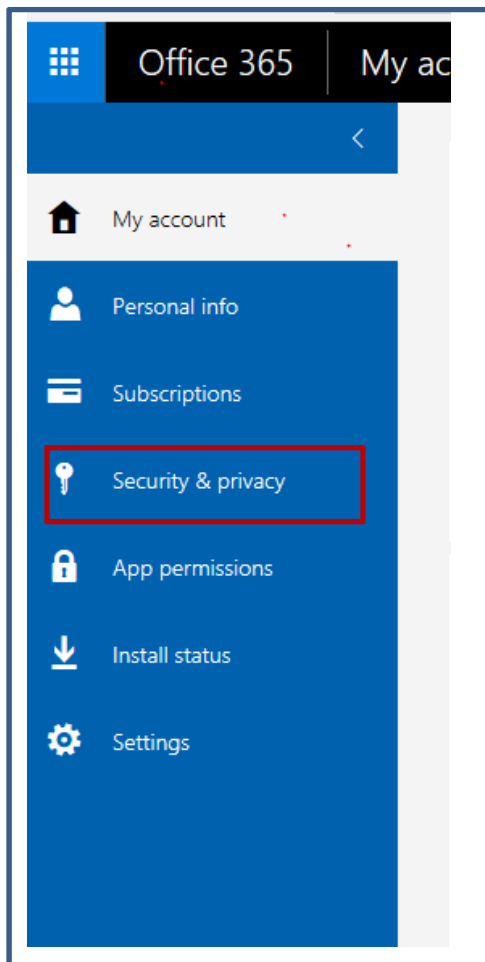
The image shows the Microsoft login interface. At the top left is the Microsoft logo. To its right, the email address 'dmyau@brookfieldct.gov' is displayed next to a small icon of a person with a key. Below this, the text 'Enter password' is shown. Underneath is a password input field with the placeholder text 'Password'. At the bottom, there are two buttons: a grey 'Back' button and a blue 'Sign in' button.

B. To change password

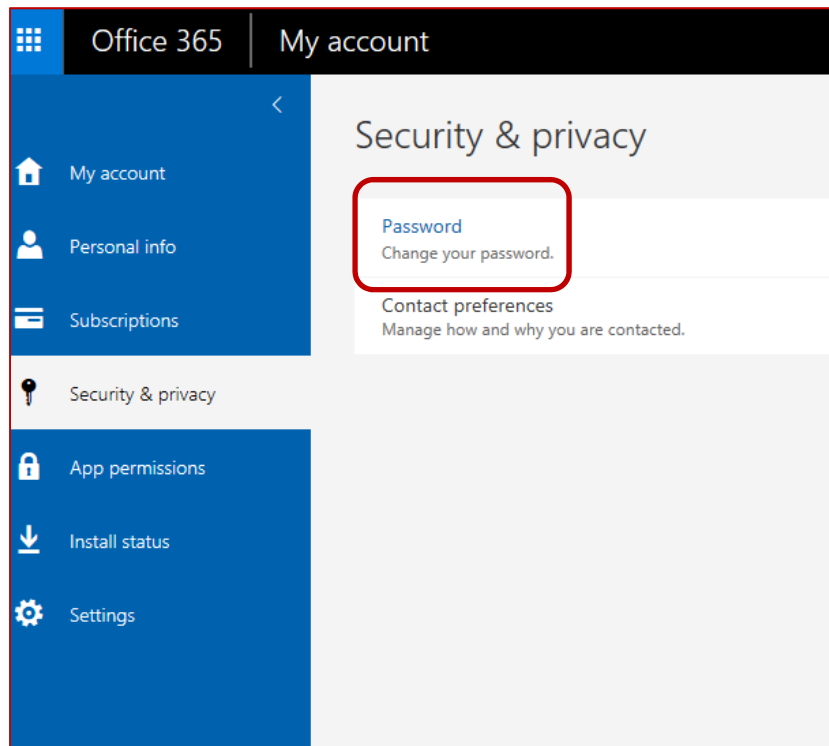
1. Click your **name** on the top right corner, then select **my account**



2. Select **Security & Privacy** on the left menu



3. Select **password** to change password



4. **Password policy**

Password policies and Strong password complexity requirements

- Passwords will be required to be at least 8 characters in length
- Passwords requires 3 out of the 4 of the following:
 - Lowercase letters
 - Uppercase letters
 - Numbers
 - Symbols or other special characters (@ # \$ % ^ * () _ +)
- The user name cannot be contained in the password
- The password cannot contain any spaces, tabs, or line breaks
- Past password cannot be re-used again
- Password expires 180 days
- You will receive notification 14 days before your password expires
- If your account is lockout after 10 unsuccessful logon attempts (wrong password) , please contact
 - Matt Donadio for all Police department users
 - Dah-Miin Yau/Dan Secore for Highway and Park & Rec Ground users

Note: When you change your password for your email, be sure to update the password on your smart phone