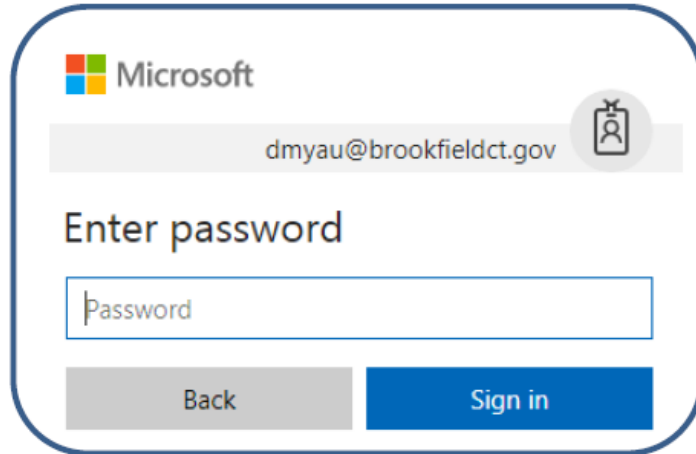


How to change email password if you know the password

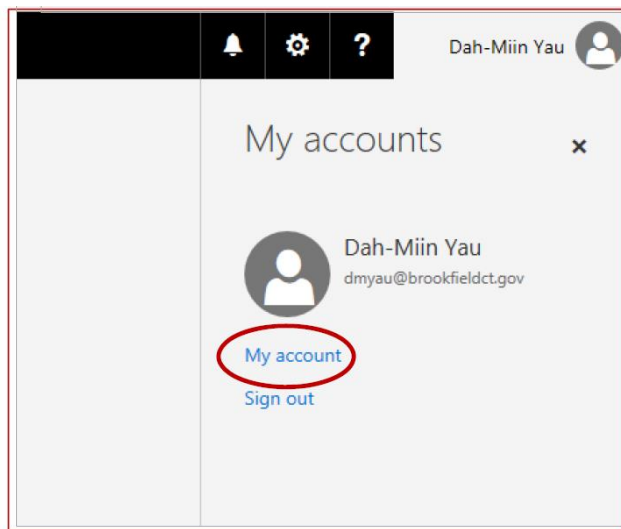
Step1. Login to webmail

- The URL to access the office365 web mail is <http://outlook.office365.com>
- Enter your email address and password to sign in

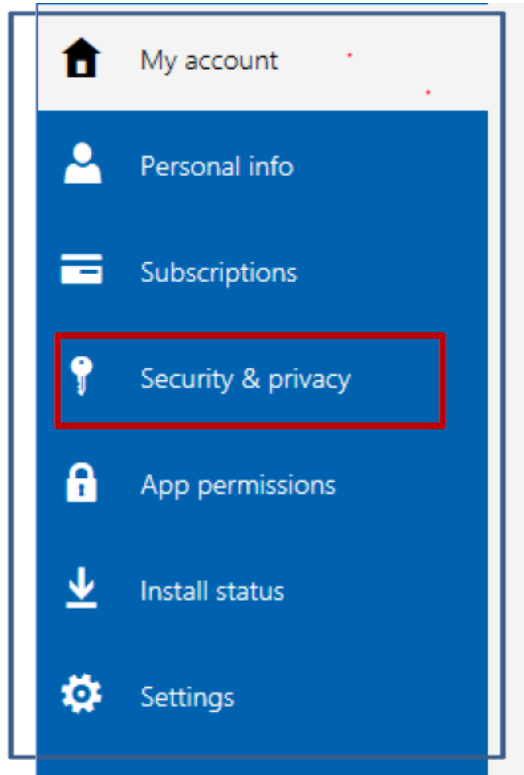


Step 2. change password

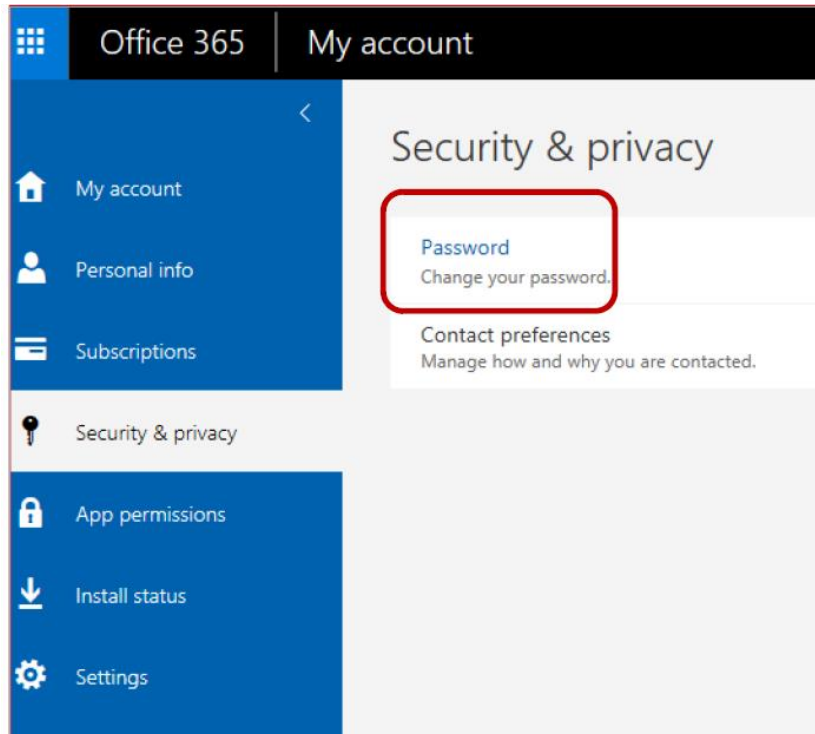
1. After your login, click your name (initial) on the top right corner, then select my account



2. Select Security & Privacy on the left menu



3. Select **password** to change your 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

Note:

- Don't forget update the email password on your mobile phone if you changed it
- Your computer login password is **not** synced with the email password any more. They can be different.
- Pressing Ctrl+ Alt + Del on your computer to change password is only changing your computer network login password which is independent from the email password