How to Change your Office 365 Email Password:

1. Open a web browser.
2. Type [https://portal.office.com](https://portal.office.com) in the address field of the browser, click the Enter key.
3. Click Sign in.
4. When the portal opens, click the ? for Help, type change password, then click on the change password link that appears under Actions:

5. Type in your current password, then type in a new password and confirm the new password.
6. Click submit.