

Office 365 Password Change

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This article gives instructions for changing your Office 365 password.

Changing your Expired Password

In a web browser, go to the Office 365 Portal at <https://portal.office.com/>.

Attempt signing into your account, using your existing (expired) password. You will see a message that your password has expired.

Follow the prompts to change your password.

Restart your browser and sign into <https://portal.office.com/> again with your new password to make sure the new password is working.

You will now be able to use the new password within Outlook to retrieve your email. If a password prompt doesn't appear, close and reopen Outlook.

You will also need to enter your new password in any linked devices to your email, such as your mobile phone.

Changing your Password before it expires

In a web browser, go to the Office 365 Portal at <https://portal.office.com/>.

Go to Settings (the cog in the top right) and select Password.

Enter your old password.

Create a new password and confirm it.

Select Submit to finish and change your password.

You will now be able to use the new password within Outlook to retrieve your email. If a password prompt doesn't appear, close and reopen Outlook.

You will also need to enter your new password in any linked devices to your email, such as your mobile phone.

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