## **Office 365 Password Change**

Article Number: 248 | Rating: Unrated | Last Updated: Thu, Nov 8, 2018 at 3:31 PM 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.

Posted - Thu, Nov 8, 2018 at 3:31 PM. This article has been viewed 4805 times.

Online URL: https://knowledgebase.stickman.co.uk/article.php?id=248