

# 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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