

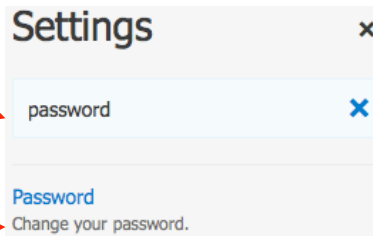
Change Your Email Password

1. Log into your **Office 365 webmail account** by clicking the “ACS Email Link” here- [ACS Email Link](#)
2. In the upper right corner of your screen, click on the **gear shaped wheel**.



3. In the **Settings Pane** that opens, do the following:

A. Click in the “**Search all settings**” box and type the word “**password.**”



B. When the option to **change your password** appears below the search box, click on it.

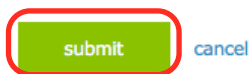
4. Type your **old (current) password**. Then, enter a **new password**. Your new password should be at least 8 characters, with at least one number and letter, and a capital letter. Then, retype your **new password** to confirm it. Then click **submit**.

Old password

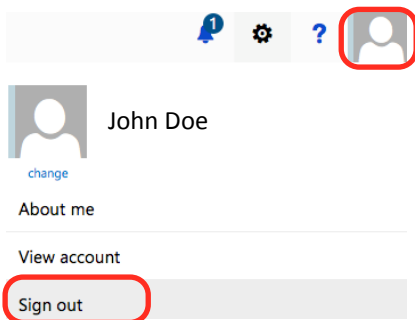
Create new password

Password strength

Confirm new password



5. In the menu at the top right, click on the icon to the right of the blue question mark. Then, click on **Sign out**.



6. Open **Outlook** from your dock.
7. From the **Outlook menu** at the top, click on **Tools/Accounts**.
8. In the **Accounts** window that opens, type in the new password you just created for your **Office 365 webmail account**.
9. Click the **red button** at the top left of the window to close the **Accounts** window.