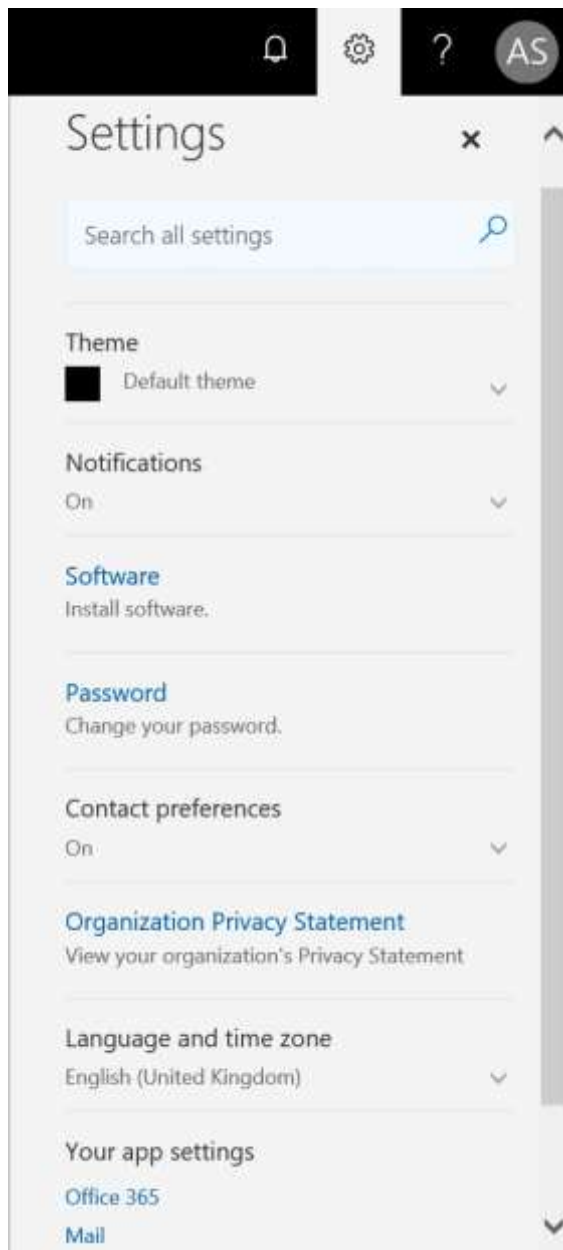


How To Guide: Change your Office 365 Password

Please log in to your Office 365 account by going to www.office.com
When you are logged in, please click on the cog top right hand side of screen.
You will be presented with a sub menu, please click 'change my password'



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Please enter your old password, followed by your new password and confirm that password.
Please remember your password will need to be Strong containing upper and lower characters, symbols and numbers.

When completed click OK. Your password has been changed.

change password

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers and symbols.

User ID

@essex.sch.uk

Old password

Create new password

Password strength

Confirm new password

submit

cancel

NOTE: If you are using the offline Microsoft Outlook Software (2013, 2016 etc), and you receive the email to prompt you to change your password, it will not work by clicking the link in the email. You need to log on to the web version in order to change your password using the method above.

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