**How To Change Your Password in Outlook 365 Email:**

* From within your Outlook email account, click your initials in the circle in the top right hand corner of the screen and select ‘View Account’
* Click ‘Password’ on the left hand side of your screen
* Enter your old password in the first field, then carefully enter a new password in the next two fields. **Remember: your password must be at least 14 characters long and contain upper and lower case letters and a number, it must not contain part of your name, and not be the same as a previous password.**
* Click ‘Submit’