**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’

**Password criteria:**

* Must be min 14 characters in length
* Password complexity requirements – must meet the following:
  + Not contain the user’s account name or part of the user’s full name that exceed two consecutive characters
  + The password contains characters from at least three of the following four categories:
    - English uppercase characters (A – Z)
    - English lowercase characters (a – z)
    - Base 10 digits (0 – 9)
    - Non-alphanumeric (For example: $, #, or %)
* Password history = 24. This means that the user cannot use any of the last 24 passwords.
* Maximum password age = 60 days. This means that after 60 days users must change their password.
* Minimum password age = 1 day. This sets the minimum number of days that the password must be used for before it can be changed. This means that a password cannot be changed twice in one day.