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## Office 365 – Change your Password

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1. Click on the following link and sign in to your 365 account.

<http://portal.office365.com>

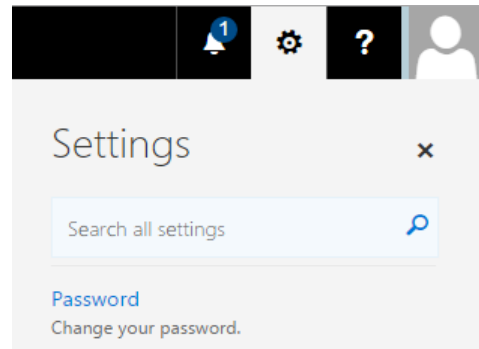


Sign in with your work or school account


 Keep me signed in

[Can't access your account?](#)

2. Next Click on the cog in the top right-hand corner, and then select **Change your password.**



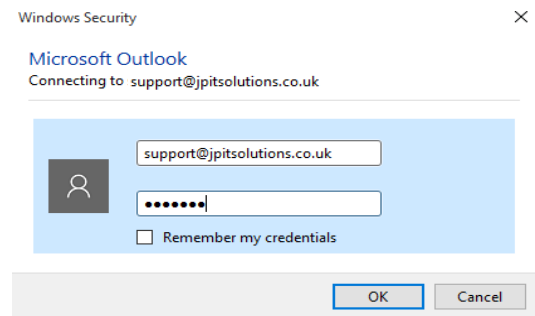
3. You will then be asked to enter a **new** password, and confirm it. Once you have done this, log out of the web browser

Old password

Create new password  
  
strong

Confirm new password

4. Finally, Close Outlook. Re-open and it should request you to update your password. Remember to update any other devices that uses this password.



To Make sure that your Mapped Drive to SharePoint will still be connected after changing your password, you will have to log back into <http://portal.office365.com> with your new credentials, and your mapped drive will be reconnected.