Change Password Office365

- 1. Browse to Office 365 <u>https://outlook.office365.com/</u>
- 2. Sign in using your username and password

Microsoft	
Sign in	
lalit@iffco.in	
Can't access your account?	
	Next

3. Select Settings
> Office 365 >> Change password

Display settings	
Choose how your Inbox should be organiz	ed.
Offline settings	
Use this computer when you're not connec to a network.	:ted
Manage add-ins	
Turn add-ins from your favorite app vendo and off.	irs oi
Manage connectors	
Connect Outlook to your favorite services.	
Theme	
Default theme	`
Notifications	
On	1
Your app settings	
Office 365	
Mail	
Calendar	
reopie	

4. Browse to Security and Privacy >> Password

	My account		Û	ŝ	? (Lk
ŵ	< My account	Security & privacy				
8	Personal info	Password Change your password.				
	Subscriptions	Contact preferences Off Manage how and why you are contacted.				
Q	Security & privacy	Organization Privacy Statement View your organization's Privacy Statement				
A	App permissions					
$\overline{\uparrow}$	Install status					
ŝ	Settings					

5. Enter your old and new password to change >> click on submit

 Office 365	
	change password
	Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers and symbols.
	User ID iffcoadmin@iffcodelhi.onmicrosoft.com
	Old password
	Create new password
	strong
	submit cancel