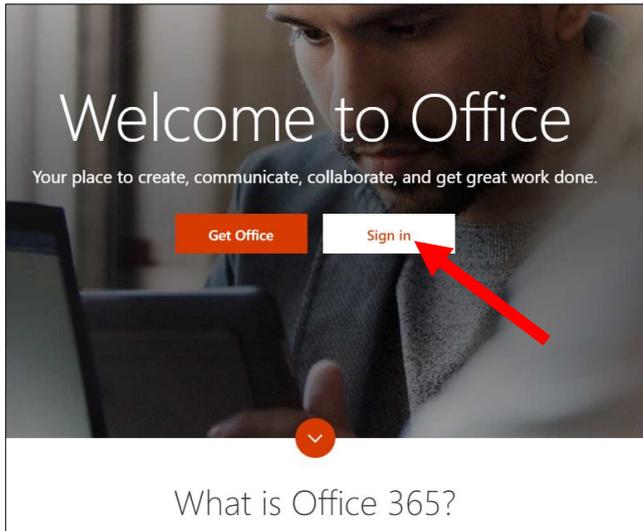
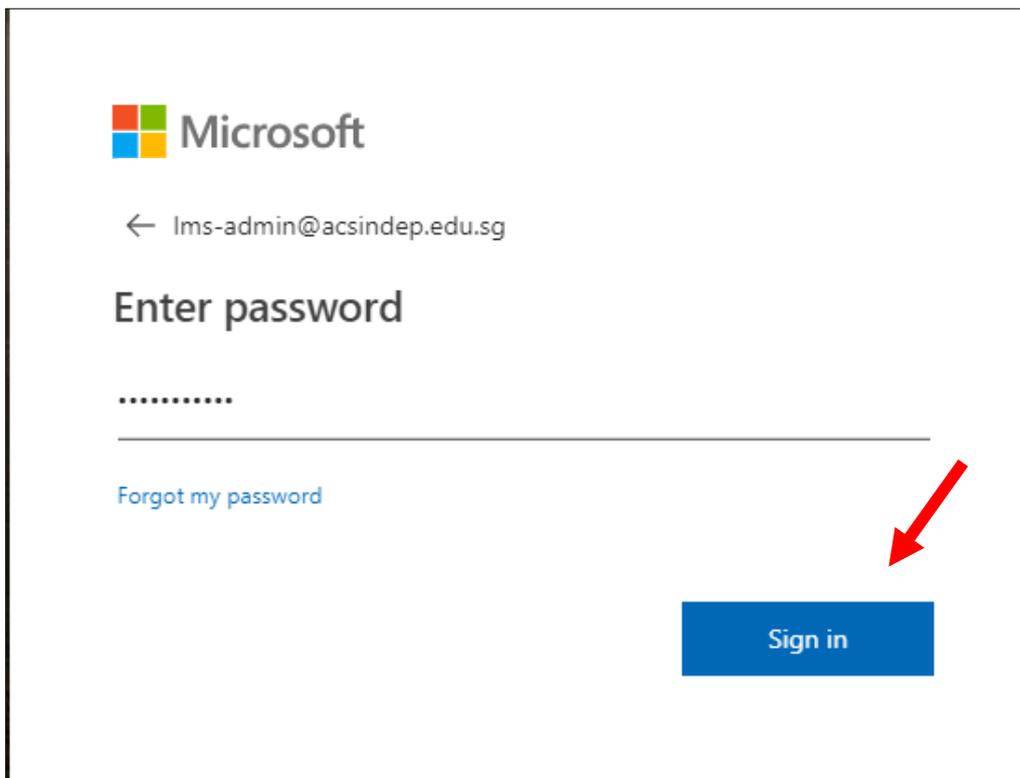


Steps to change Office 365 account password

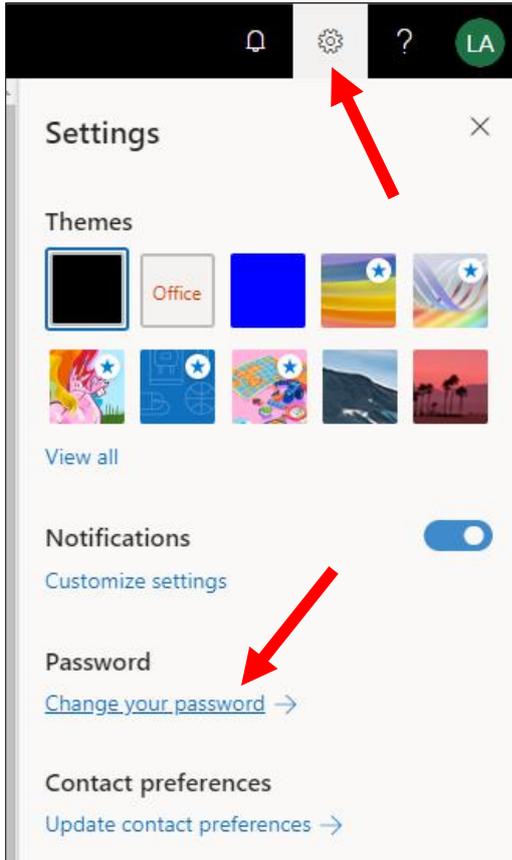
1. Use any internet browser to access to www.office.com



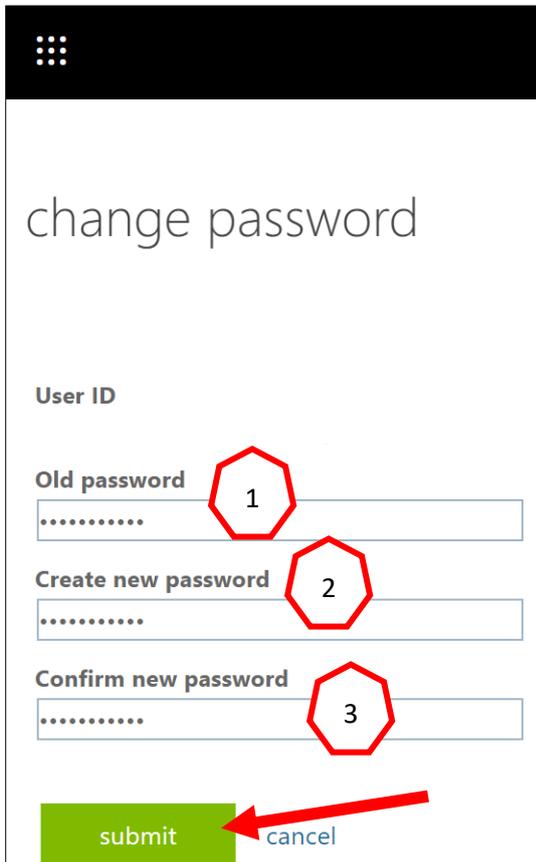
2. Type your email address in full (xxxxxxx@acsians.acsi.edu.sg), key-in your password and click **Sign in**.



3. After logging in, click the gear like icon  on the righthand side panel and click **Change your password** link



4. Key-in your old password, your preferred long and random memorable new password and click **submit** button.



The screenshot shows a 'change password' form. At the top, there is a hamburger menu icon. The title 'change password' is displayed in a large font. Below the title, there is a 'User ID' label. The form contains three input fields: 'Old password' (with a red circle containing the number '1' next to it), 'Create new password' (with a red circle containing the number '2' next to it), and 'Confirm new password' (with a red circle containing the number '3' next to it). At the bottom of the form, there are two buttons: a green 'submit' button and a 'cancel' button. A red arrow points to the 'submit' button.