

1. Log on Email and go to setting

2.	Go down and	l click "Office 365	5″



3. Another window will be popped up. You will choose "Security & Privacy", then click "Password" to change new password.

ŵ	< My account	Security & privacy	change password
8	Personal info	Password Change your password.	Strong password required. Enter 8-16 characters. Do n include common words or names. Combine uppercase letters. lowersae letters. numbers. and symbols.
	Subscriptions	Contact preferences Manage how and why you are contacted.	User ID
Q	Security & privacy	Organization Privacy Statement View your organization's Privacy Statement	haul@upc.edu.au Old password
A	App permissions	Additional security verification Add or change your security verification settings.	Create new password
₹	Install status		Password strength Confirm new password
ŝ	Settings		
			submit cancel