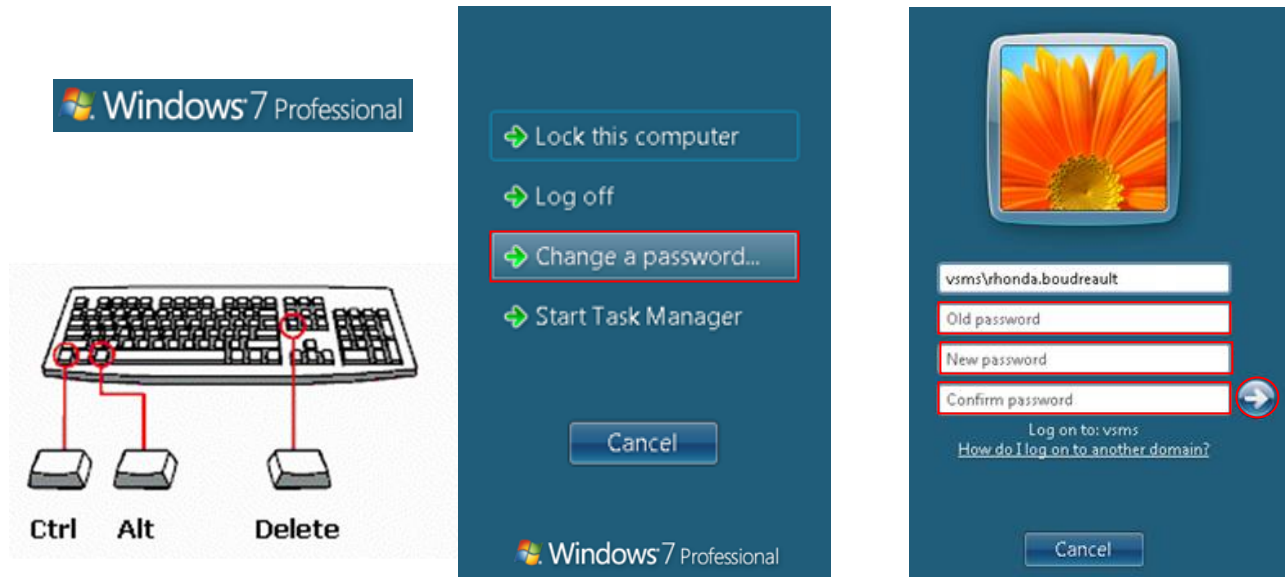


How to Change your Password

NOTE: If you have forgotten your password, or your account has expired, you will need to call your IT Service Desk to assist with resetting your password

From your Computer:

How to change your password – Windows 7:



How to Change your Password from the Online Portal (remotely)

1. Sign in to the Office 365 portal here: <http://Portal.office.com>
2. Go to Settings > Office 365 settings > Password > Change password.
3. Type your old password, and then type a new password and confirm it.
4. Click Submit.

For full instructions with pictures, see below link:

<http://dii.vermont.gov/sites/dii/files/PDF/Support/O365-Reset-Your-Password.pdf>