
How to change your Office 365 email password

1. go to
www.portal.office365.com



Sign in

Email address, phone number or Skype

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

No account? [Create one!](#)

Next

2. Enter your email address and password



← support@jpitsolutions.co.uk

Enter password

Password

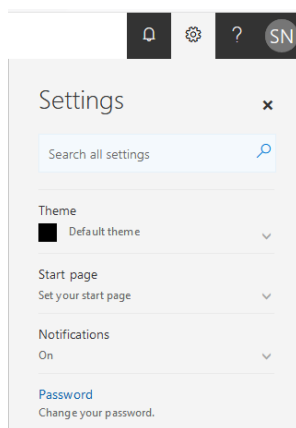
[Forgotten my password](#)

Sign in

Welcome to JP IT Solutions. Please sign in here

NOTE – IF YOU DON'T SEE YOUR LOGO WHEN YOU SIGN IN, CALL JP IT Solutions, as there is a problem.

3. Click the settings cog in the top right-hand corner then select **change your password**



4. Enter **your current password, then **enter your new password**, then **confirm your new password****

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
sara@jpitsolutions.co.uk

Old password

.....

Create new password

.....

Password strength

Confirm new password

.....

submit

cancel