

## *How to change your e-mail password.*

When you first sign in to Office 365, use the temporary password given to you, and then create a new password to use for sign-in from then on. You can also change your password at any time after you have signed in.

1. Go to **Settings**: > **Office 365 settings** > **Password**.
2. Type your old password, and then type a new password and confirm it.
3. Click Save.

Some users can't change their password in Office 365 because their organization creates and maintains their accounts. If you don't see a link to change your password on the Password page, you can't change your password in Office 365. Your organization might have sent you instructions to help you change your password. Follow those instructions to change your password, or ask your admin for help.

**Note:** When you change your password in Office 365, be sure to update the password on your phone and desktop email program to match the new password for your account.