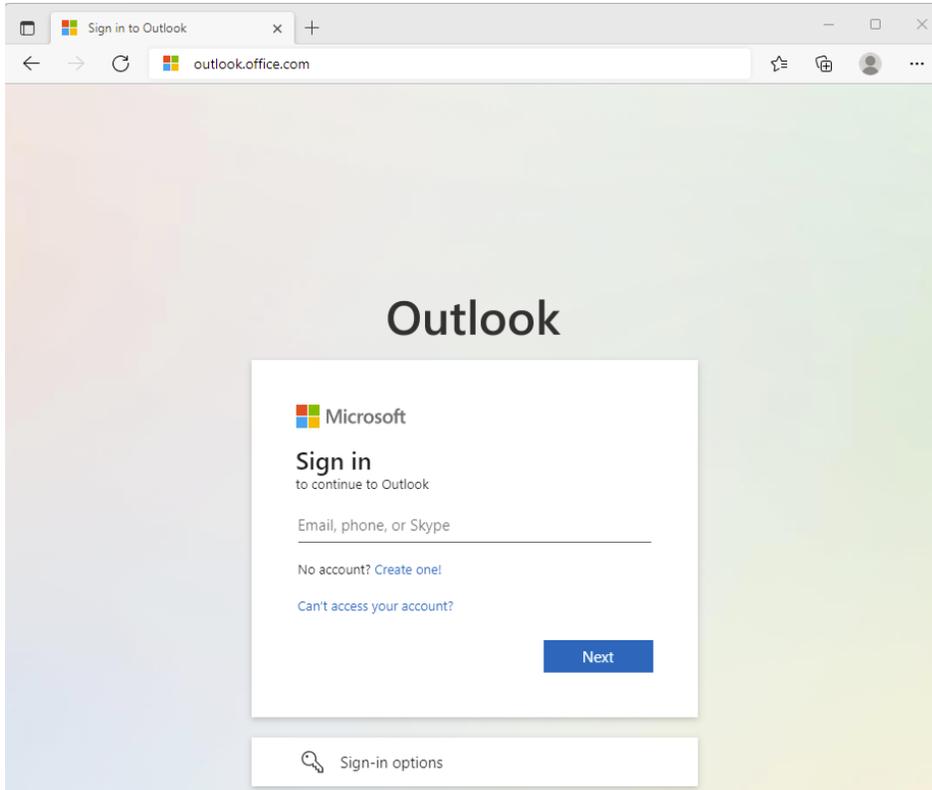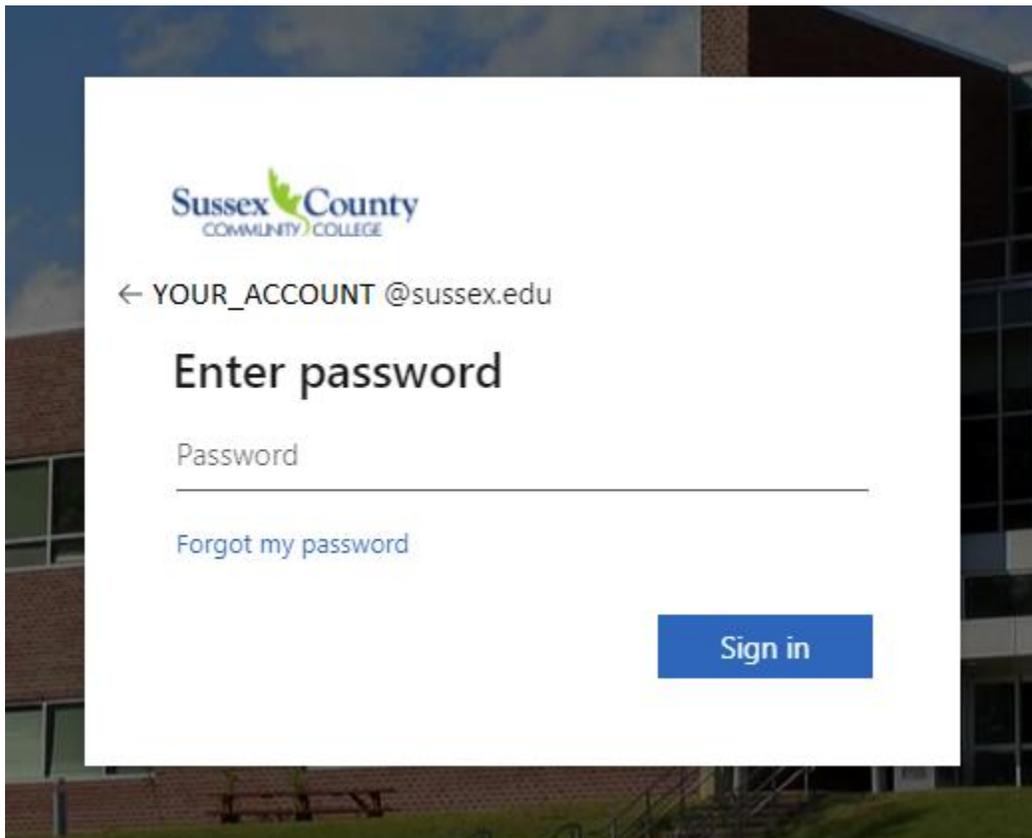## *To update your domain account/O365 password please follow the steps below:*
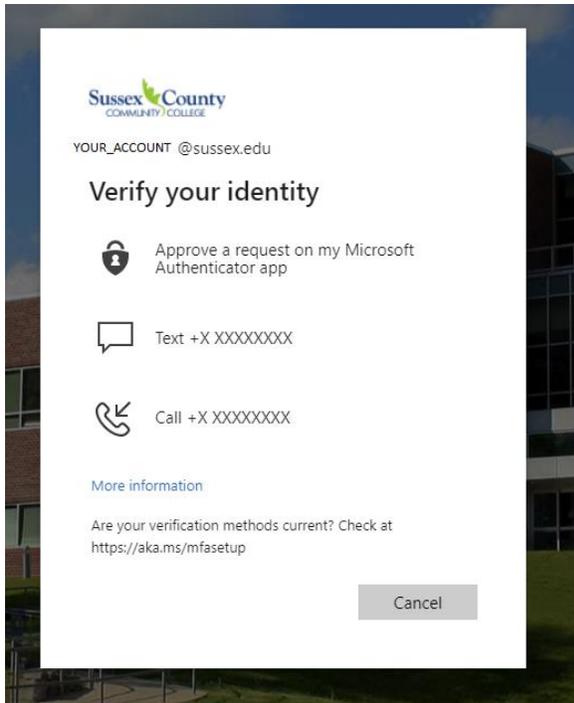
1. Open a browser and type the following URL: **outlook.office.com** and enter your email address.
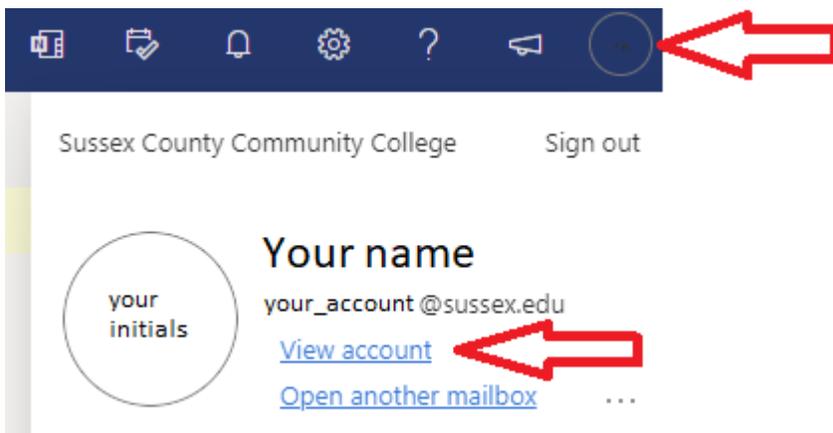
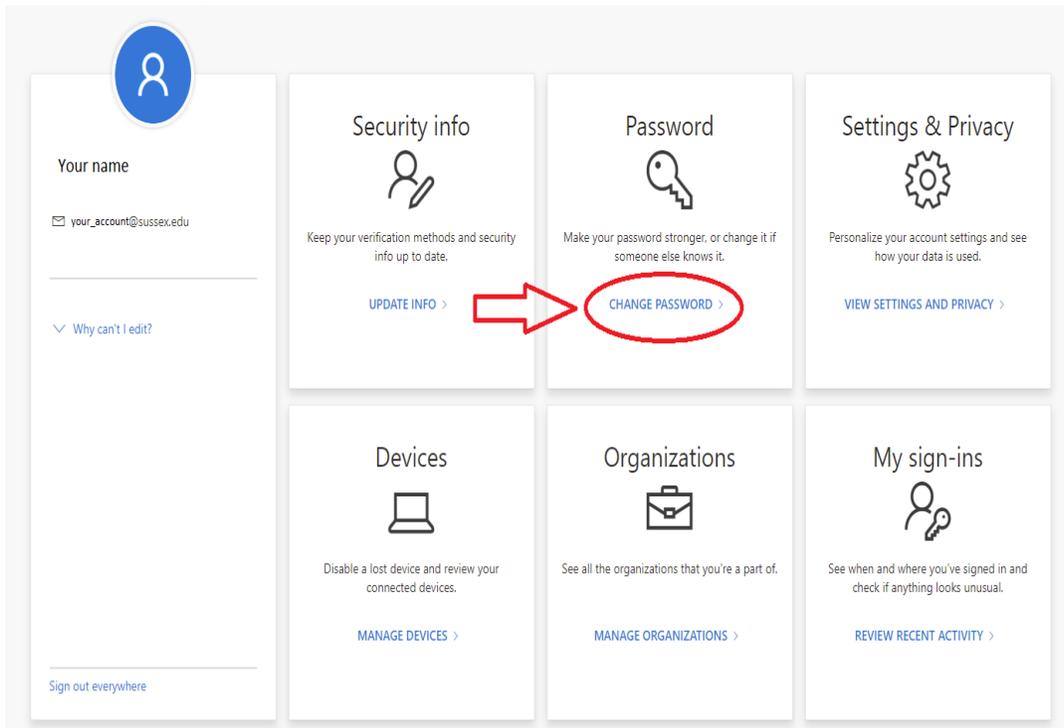

2. Then enter your account password.

3. Verify your identity using one of available methods (note that the options may differ)


4. In the top right corner click on your **initials** then **View account**

5. Under Password, click on **CHANGE PASSWORD**

6. Enter your current password followed by your new password in the next two fields, then click on **Submit**. *Password must be minimum 8 characters, Upper or lowercase letters (A through Z and a through z), numeric characters (0–9), non-alphanumeric characters like $, # or %, no more than two symbols from the user's account name or display name*
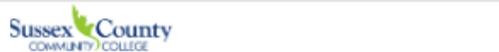
7. Congratulations! You successfully updated your password

Profile

Your name

your initials

Email: your_account @sussex.edu

Alternate email:

Manage account

Change password

Edit security info

Review terms of use

Sign out everywhere

Devices & activity
No devices registered.