

# How to change your Office 365 Password

## Important notes: READ FIRST

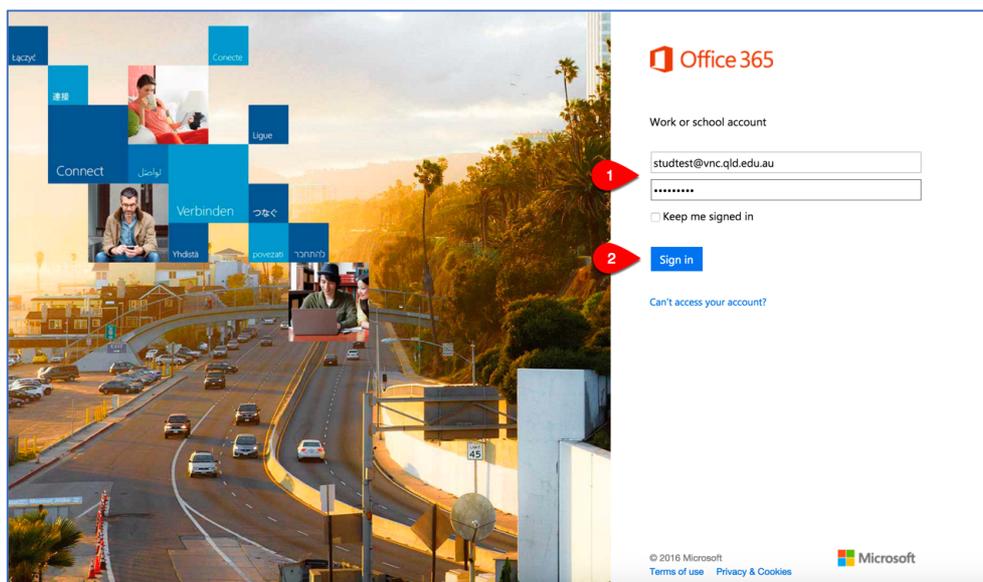
The first time you use Office 365 you will be required to provide a recovery email address (and/or) a recovery mobile phone number. Please enter **parent contact details** for students in the Junior/Middle School, and **student contact details** for students in the Senior School. Recovery contacts are used if you are locked out of your account (e.g. forgot password).

Changing/resetting your network password means you will need to update your password for the following services and systems:

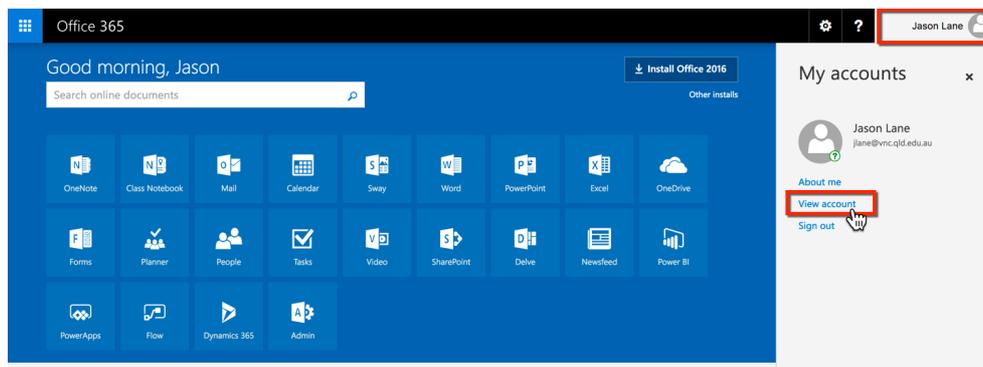
- BYOD wi-fi;
- Outlook/email programs;
- Log in passwords for Moodle, Google Drive, Student Café and Papercut.

## Instructions to Change Password

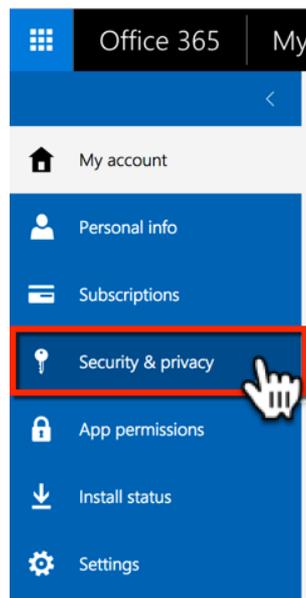
Visit the Office 365 portal (<https://portal.office.com>), enter your username and password, then click "Sign in".



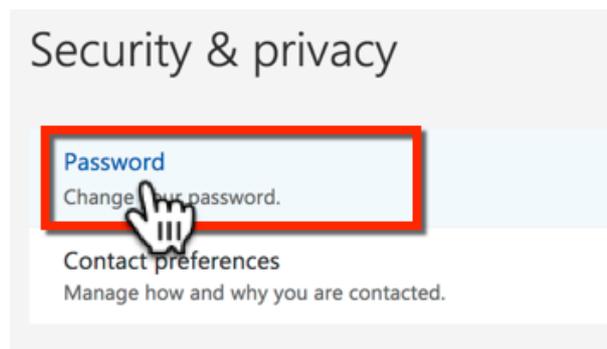
Click the **person/profile icon** in the top right, then click **View account**.



In the left column, click **Security & privacy**.



Click **Password** (towards the bottom of the list of options).



Complete the required information to change your password. Click the **submit** button to finish.

A screenshot of the 'change password' form. The form has a title 'change password'. Below the title is the 'User ID' field with the value 'jlane@vnc.qld.edu.au'. Below that is the 'Old password' field. Below that are two fields for 'Create new password' and 'Confirm new password'. At the bottom of the form are two buttons: 'submit' (green) and 'cancel' (blue).

New password recommendations:

**Choose 2 words and 2-4 numbers**, e.g.

- Dog10House
- SummerSurf17
- 2015CricketRugby

**Avoid these common password pitfalls:**

- Password
- abc123
- qwertyuiop (and other keypress patterns)

Please allow up to 30 minutes for this new password to update all your services.