

How to change your Office 365 Password

Important notes: READ FIRST

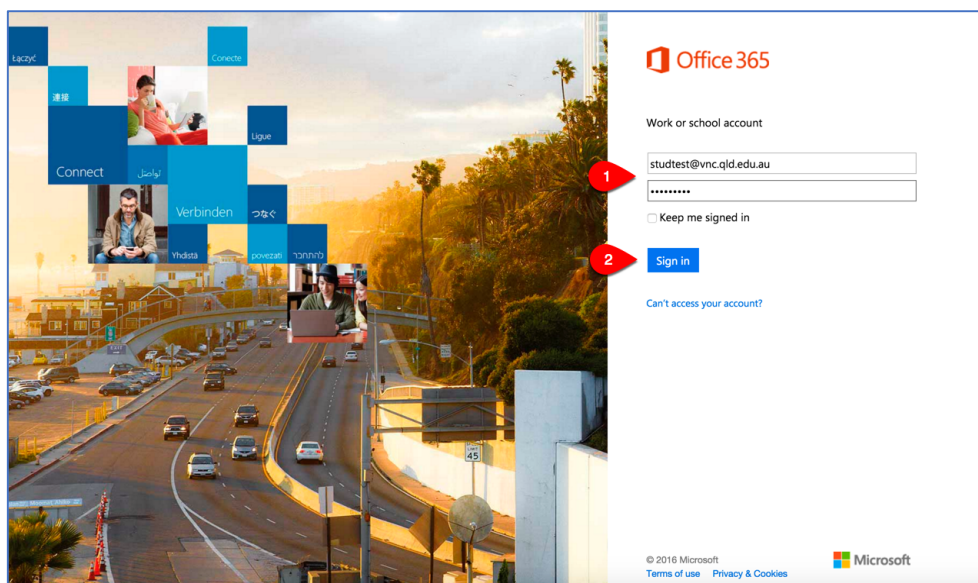
The first time you use Office 365 you will be required to provide a recovery email address (and/or) a recovery mobile phone number. Please enter **parent contact details** for students in the Junior/Middle School, and **student contact details** for students in the Senior School. Recovery contacts are 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:

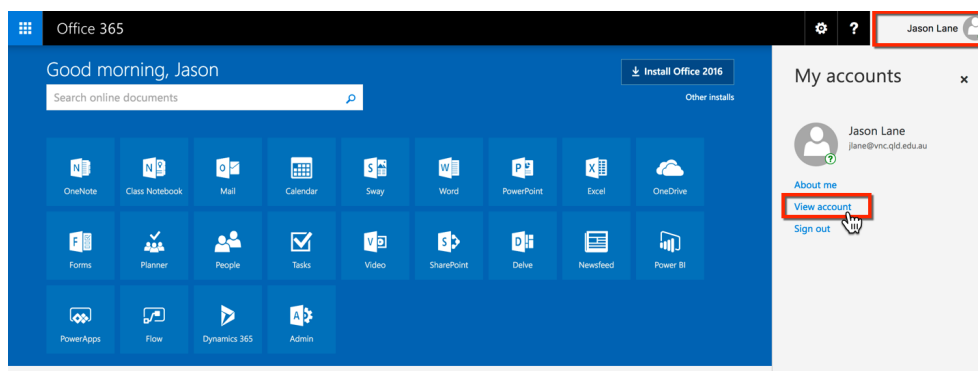
- BYOD wi-fi;
- Outlook/email programs;
- Log in passwords for Moodle, Google Drive, Student Café and Papercut.

Instructions to Change Password

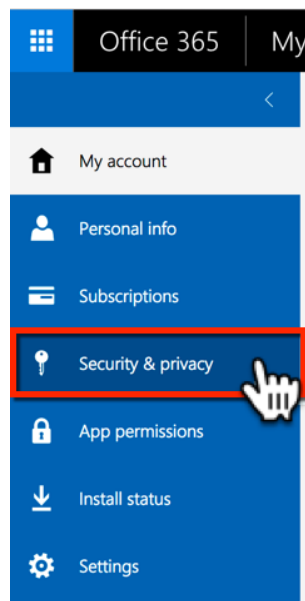
Visit the Office 365 portal (<https://portal.office.com>), enter your username and password, then click "Sign in".



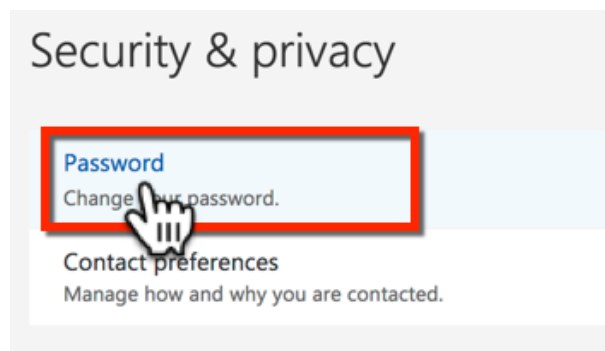
Click the **person/profile icon** in the top right, then click **View account**.



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. It includes the following fields and elements:

- change password** (title)
- User ID**: jlane@vnc.qld.edu.au
- Old password**: [text input field]
- Create new password**: [text input field]
- Confirm new password**: [text input field]
- submit** (green button)
- cancel** (blue button)

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.