

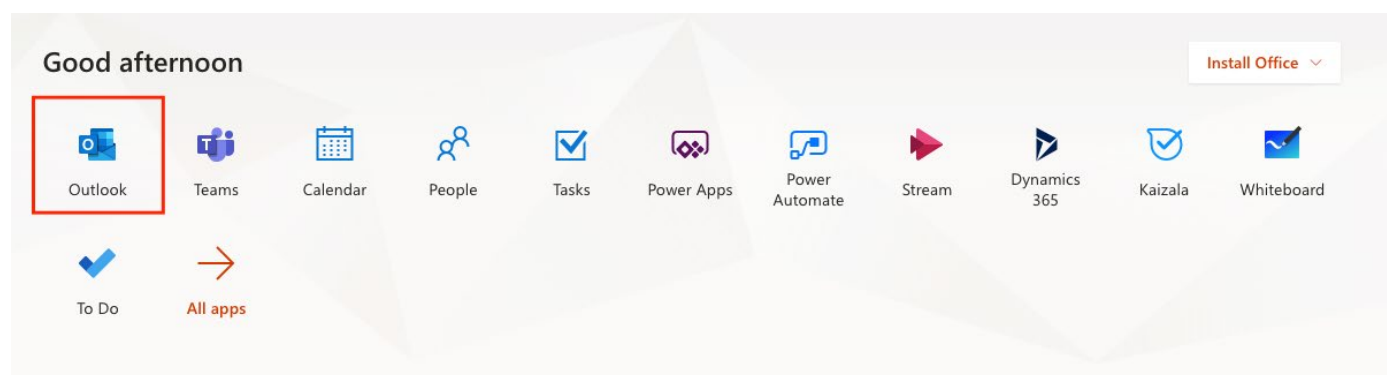
How to change your LCSC e-mail password while **not** on campus:

- If your password **has not** expired, read on.
- If your password **already expired**, skip to page three.

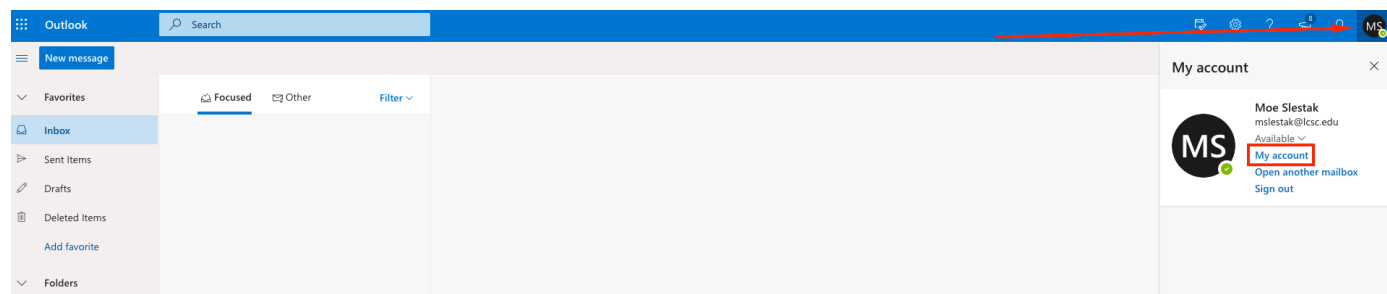
While off campus, if you log into your computer with your e-mail password then that password cannot be updated until you plug back into campus or connect to the VPN. You will continue to log into your computer with your old password but when accessing e-mail or any other network resources you will use your updated password.

1. Sign into [Microsoft Office](https://office.com/) (<https://office.com/>)

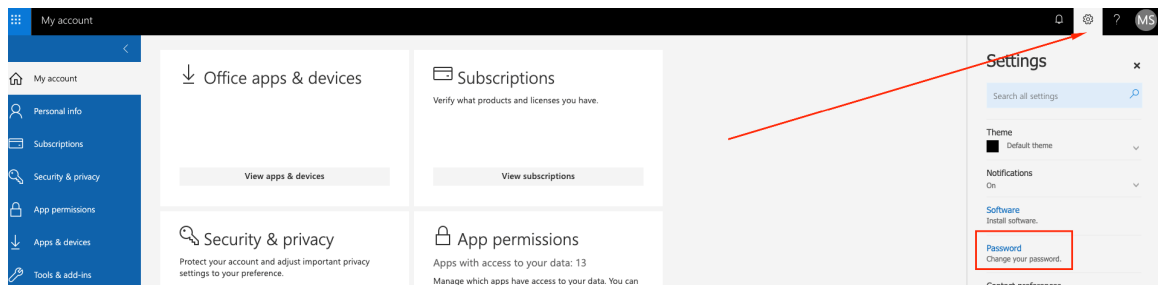
2. Click **Outlook**



3. Click your initials in the top right corner and select **My account**.



4. While on the “My account” page, click the gear icon in the top right corner and select **Password**.



5. Enter your old password, followed by the new password.


## change password

**User ID**  
mslestak@lcsc.edu

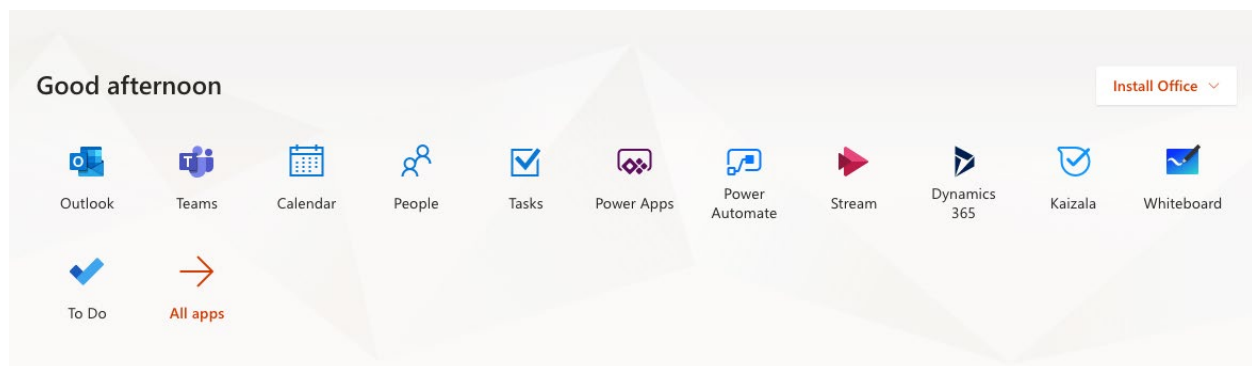
**Old password**

**Create new password**

**Confirm new password**



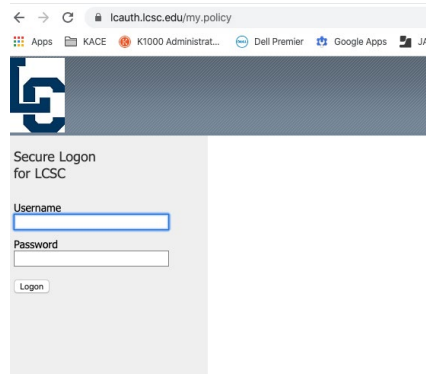
6. When your password has been successfully updated, you will return to the welcome screen.



## If your password has already expired, follow these directions:

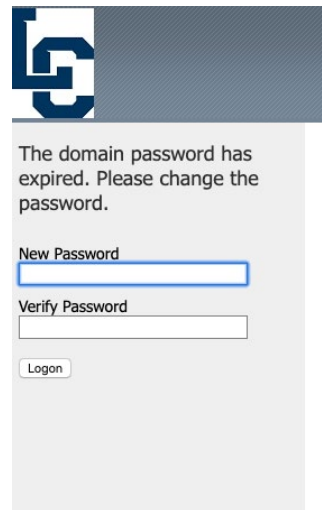
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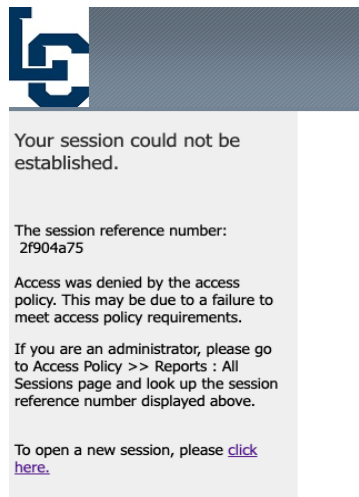
The screenshot shows a web browser window with the address bar displaying "lcauth.lcsc.edu/my.policy". The browser's taskbar shows several open applications: Apps, KACE, K1000 Administrat..., Dell Premier, Google Apps, and JAA. The main content area features the LCSC logo in the top left corner. Below the logo, the text "Secure Logon for LCSC" is displayed. Underneath, there are two input fields: "Username" and "Password", each with a blue border. A "Logon" button is positioned below the password field.

2. Type in a new password.

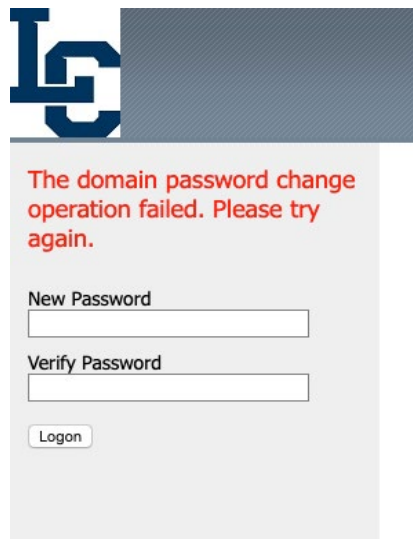


The screenshot shows a web browser window with the LCSC logo in the top left corner. Below the logo, the text "The domain password has expired. Please change the password." is displayed. Underneath, there are two input fields: "New Password" and "Verify Password", each with a blue border. A "Logon" button is positioned below the "Verify Password" field.

3. The resulting message may appear to be an error message, but it means that the password change was successful.



4. If your attempt to change your password was **not successful**, then you will receive the following message:



A failed attempt at changing your password could be due to missing one of the following requirements:

- Your new password must be at least eight characters in length
- Your new password cannot contain your account name, or parts of your first and last name
- Your new password must contain characters from three of the following four categories:
  - Uppercase character (K, T, X, Z)
  - Lowercase character (k, t, x, z)
  - Number (0 through 9)
  - Non-alphabetic character (for example, !, \$, #, %)