Changing Password through Office 365 web portal

How to change your ==LCSC.edu e-mail password== while **not** on campus:
- If your password **has not** expired, read on.
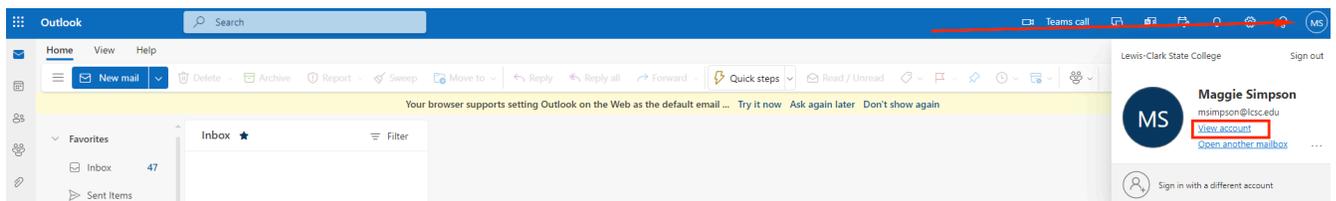- If your password **already expired**, skip to page three.

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.

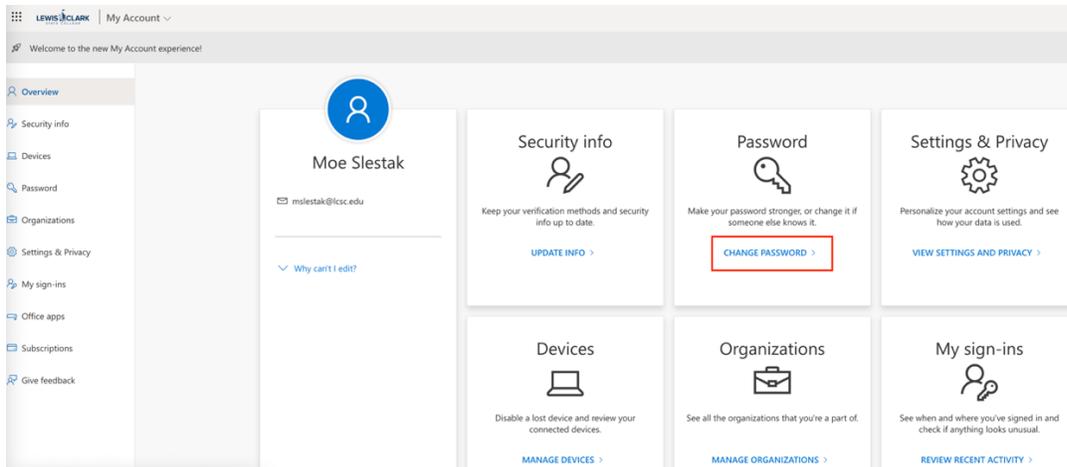1. Sign into [Microsoft Office](https://office365.com/) (https://office365.com/).

2. Click **Outlook.**
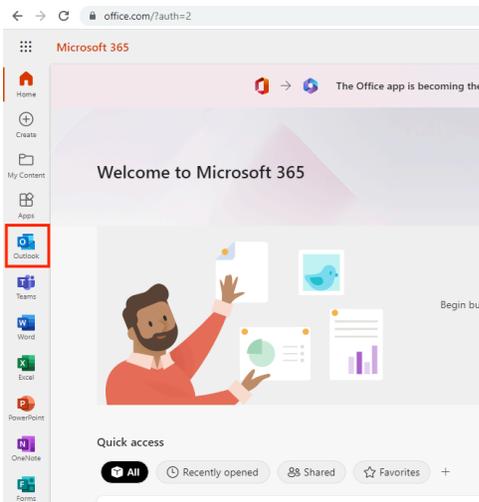
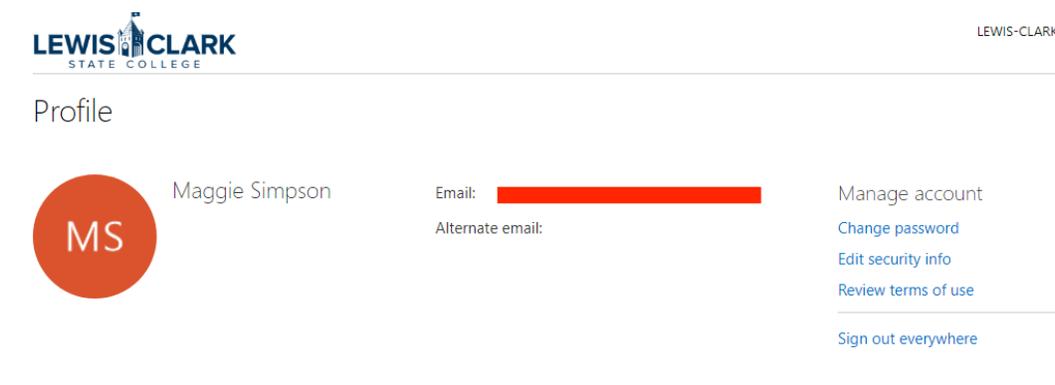3. Click your initials in the top right corner and select **View account**.

4. Select **Change Password.**

5. Enter your old password and new password. If you receive an error please refer to the password requirements section.

Change password

User ID
msimpson@lcsc.edu

Old password

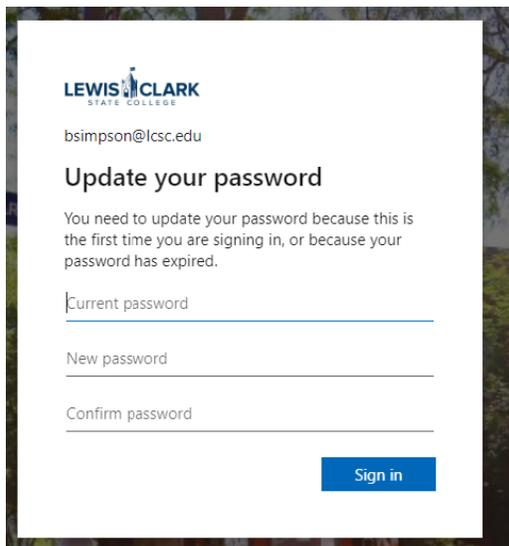**Create new password**

Confirm new password

Submit   Cancel

6. When your password has been successfully updated, you will be brought to a profile page. You can close this window and continue your work.

LEWIS CLARK
STATE COLLEGE

LEWIS-CLARK

Profile

MS

Maggie Simpson

Email:
Alternate email:

Manage account

Change password

Edit security info

Review terms of use

Sign out everywhere

## If your password has <u>already expired</u>, follow these directions:

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://office365.com/) (https://office365.com/).

2. Enter your old password and the new password.

3. When successful, you will be signed into your account. If you receive an error please refer to the [password requirements section](#).
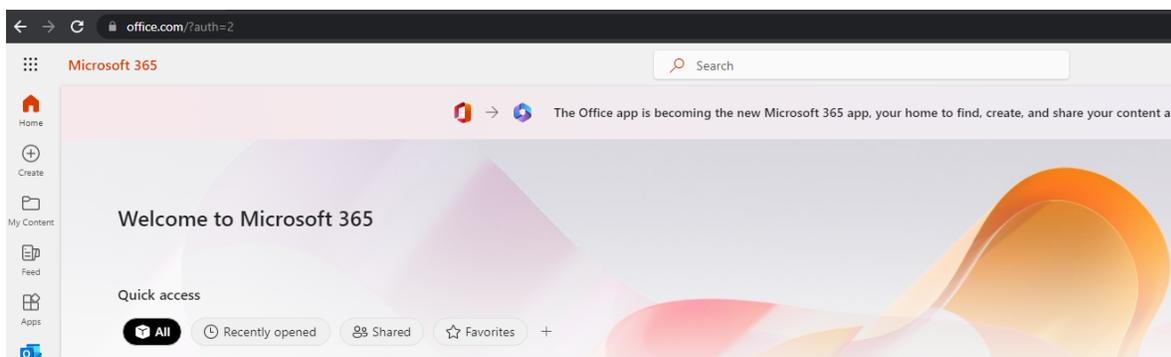
Password Requirements

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

- Your new password must be at least 14 characters in length
- Your new password cannot contain your account name, or parts of your first and last name
- Your new password cannot be the same as a previously used password.
- 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, !, $, #, %)