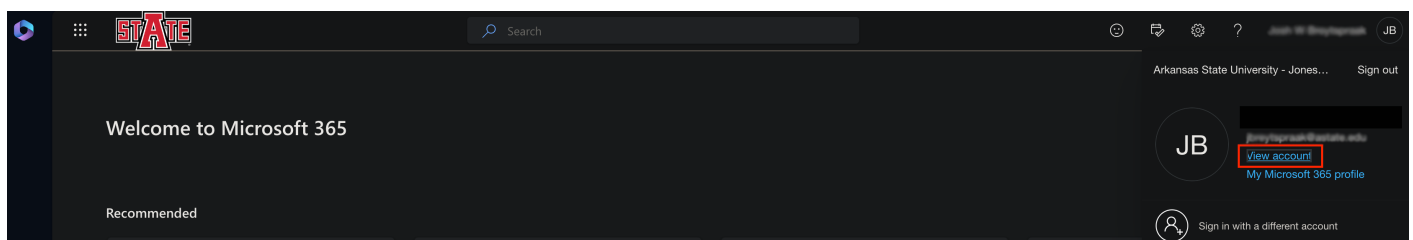


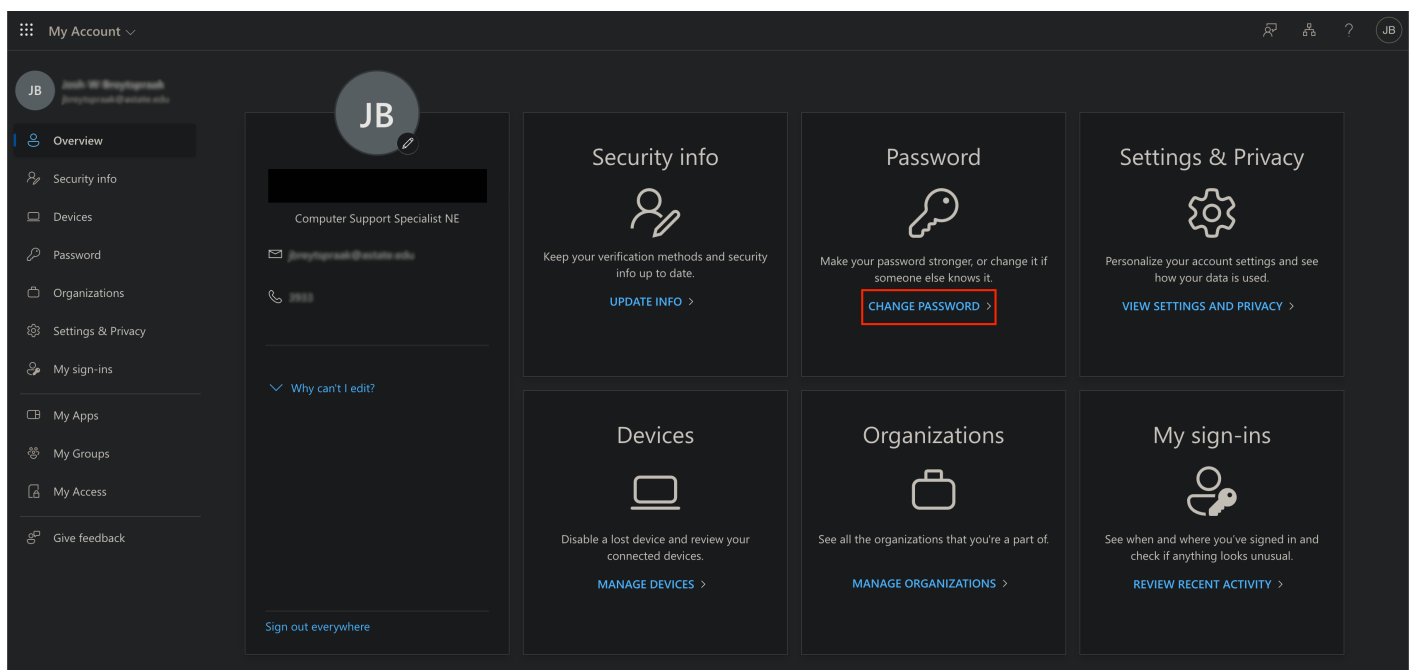
# Microsoft Change Password (When Already Signed In):

Students, faculty and staff needing to change their passwords will need to follow the steps below.

1. While logged in at [Outlook.com](https://outlook.officeapps.com/), click on your name in the top right corner and click on **View account**.



2. Click on **Change Password** in the Overview Tab. Alternatively, you can click on **Password** in the left-hand column.



3. Enter and confirm your new password.

## Change your password



User ID

jsmith@astate.edu

New password

Confirm new password

Cancel

Submit

The A-State password requirements must contain:

- At least 15 characters and one capital letter, one lowercase letter, one number, and one special character
- It also must NOT contain any part of your name or anything too closely related to A-State
- It can also be set up as a passphrase

4. Click **Submit**. You should see a success message like the one below.

## Success, password changed



You can now use your new password when you next sign in.

Done

For further assistance, contact the ITS Help Desk at 870-972-3933 or stop by IT Support Services ([itsupportservices@astate.edu](mailto:itsupportservices@astate.edu)). It is located on the bottom floor of the Dean B. Ellis

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