

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/).

2. Click Outlook.



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

	Outlook	,∕⊃ Search	Ear Teams call	
	Home View Help			Lewis-Clark State College Sign out
	🗏 🖂 New mail 🗸		p 🔓 Move to ∨ 🕤 Reply 🐔 Reply all 🥕 Forward ∨ 🦻 Quick steps 🗸 🖄 Read / Unread 🖉 ∨ 🛱 ∨ 🐼 ∨ 😨 ∨ 🐯 ∨	N Marris Circum
0.0		msimpson@lcsc.edu		
	 Favorites 	Inbox \star 😑 Filter		View account Open another mailbox
0	Inbox 47			
	➢ Sent Items			Sign in with a different account

4. Select Change Password.

III LEWES ÉCLARK My Account ~								
₽ Welcome to the new My Account experience!								
R Overview								
₽ Security info		Security info	Password	Settings & Privacy				
E Devices	Moe Slestak	Q		23				
Q Password	M mylaetak@less.adu	\sim	∽v3	205				
Crganizations	L Histokeysztegu	Keep your verification methods and security info up to date.	Make your password stronger, or change it if someone else knows it.	Personalize your account settings and see how your data is used.				
Settings & Privacy		UPDATE INFO >	CHANGE PASSWORD >	VIEW SETTINGS AND PRIVACY >				
₽ My sign-ins	 wny can't redit? 							
- Office apps								
Subscriptions		Devices	Organizations	My sign-ins				
🖗 Give feedback		旦	5	2				
		Disable a lost device and review your connected devices.	See all the organizations that you're a part of.	See when and where you've signed in and check if anything looks unusual.				
		MANAGE DEVICES >	MANAGE ORGANIZATIONS >	REVIEW RECENT ACTIVITY >				

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		
Profile			
MS	Maggie Simpson	Email: Alternate email:	Manage account Change password Edit security info Review terms of use

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/).
- 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, !, \$, #, %)