Swinburne University of Technology Sarawak Campus

Information Technology Services Unit

How to Change Password in Office 365

- 1. Using Internet Explorer, type in the address http://mail.office365.com
- The following Office 365 will appear, enter your '*username* (<u>studentID@students.swinburne.edu.my</u>)' and '*password*'. Click on '*Sign in*' to continue.



3. Click on **'settings'**

Office 365	A REAL PROPERTY AND	Outlook Calendar	r People Newsfeed SkyDrive Sites ***	
⊕ new mail	search mail and people all uniread to me flagged	P Hi There!	de deory d	
u # Favorites	INBOX CONVERSAT	IONS BY DATE ~	AM	mark as unrea
Inbox 71 Sent Items		To:		
+ SIM CHEW LEE	LAST MONTH			
Inbox 71		Hi Sim,		
Drafts		How's it going? See you in a	class!!!!	
Sent Items Deleted Items 6		Cheers.		
Notes RSS Feeds	OLDER			

4. Select 'Office 365 settings'



5. Select 'password' to change your password

1 Office 365	Outlook Calendar People
Office 365 settings	
me Distudents.swinburne.edu.my	First name:
SOftware Install and manage software.	Mobile phone number: Phone:
password Change your password.	Address: Postal code:
language English (Malaysia)	City: State / province: Country or region:
get started View the get started experience.	MY Unique identifier:

 Enter your 'old password', 'new password' and 'new password' again to confirm. Note : For your new password must consist of 8-16 characters. Combine uppercase, lowercase letters, numbers and symbols. Click 'save' to save your password

Office 365	P - A B C × ☐ Edit Profile × Outlook Calendar People Newsfeed SkyDrive Sites ···	n ☆ ©
Office 365 settings		
me Distudents.swinburne.edu.my software	User ID: * Old password: * New password:	6 words S, bols.
password Change your password.	strong Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.	
language English (Malaysia) get started	save cancel	
View the get started experience.		

7. Your password is successfully changed

1 Office 365	Outlook Calendar People Newsfeed SkyDrive Sites 🚥 💌 👻
Office 365 settings	
Me Software Install and manage software.	Saved successfully. User ID: students swinburne.edu.my Old password:
password Change your password.	* New password: Password strength
language English (Malaysia) get started	* Confirm new password:
View the get started experience.	