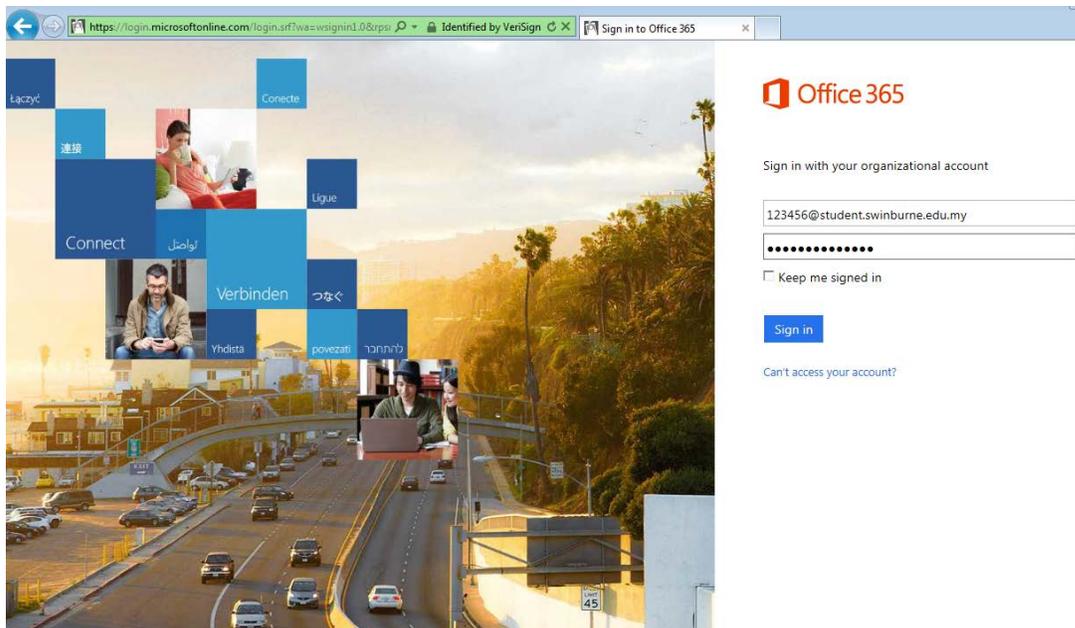
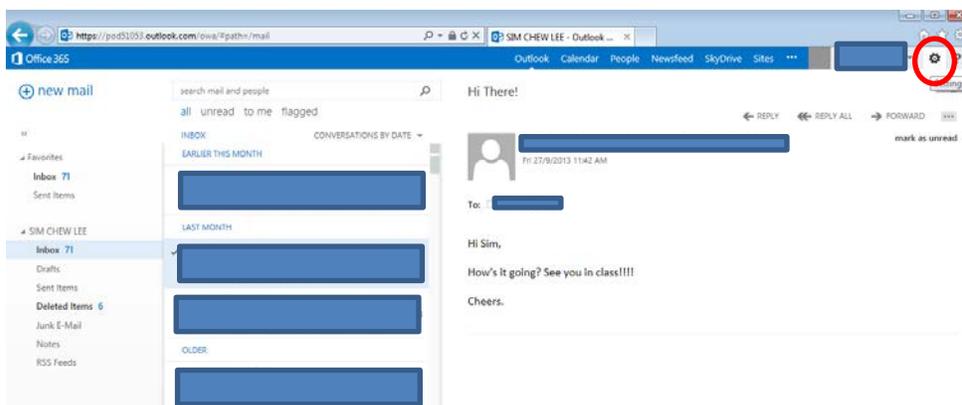


## How to Change Password in Office 365

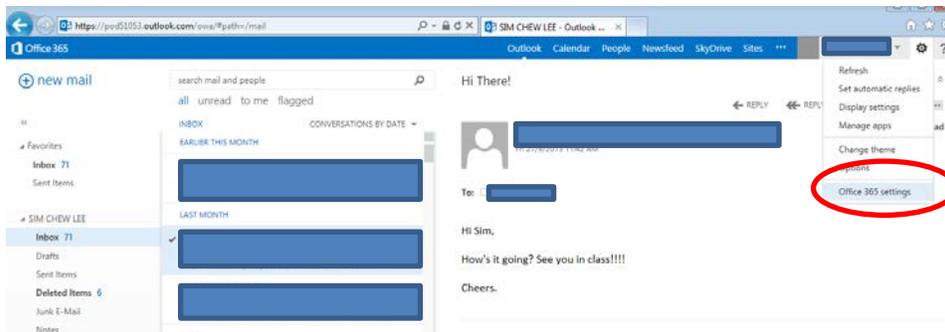
1. Using Internet Explorer, type in the address <http://mail.office365.com>
2. The following Office 365 will appear, enter your '**username** ([studentID@students.swinburne.edu.my](mailto:studentID@students.swinburne.edu.my))' and '**password**'. Click on '**Sign in**' to continue.



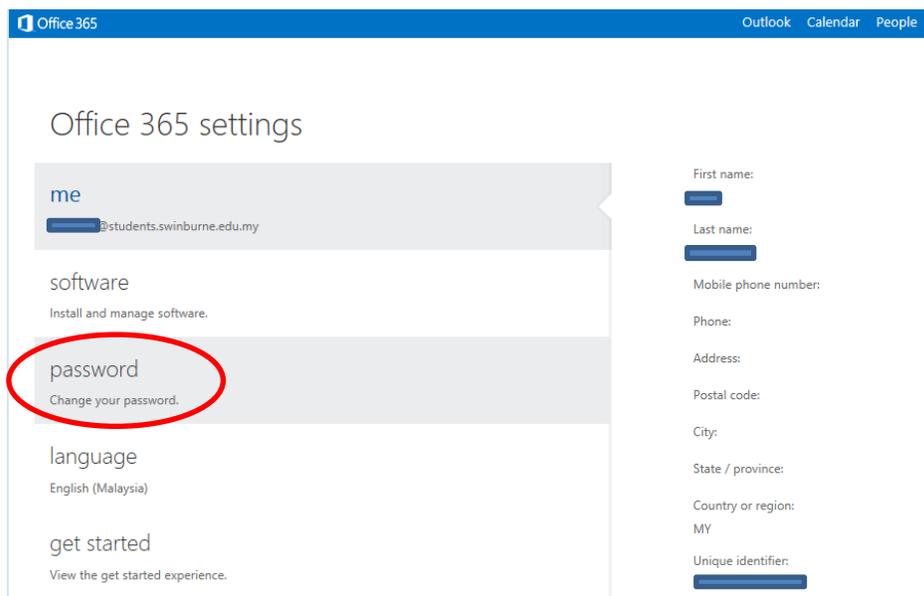
3. Click on '**settings**'



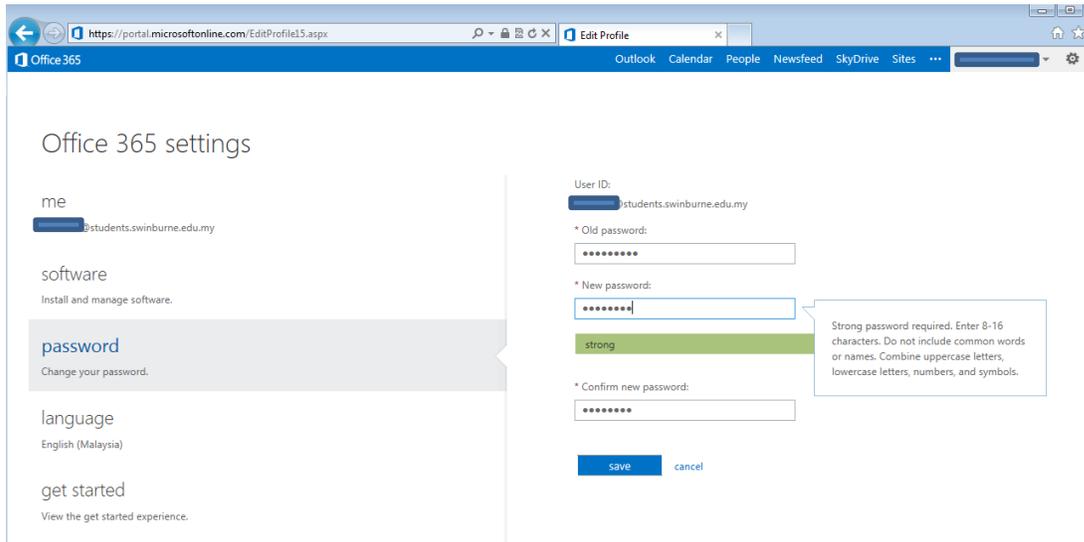
4. Select **'Office 365 settings'**



5. Select **'password'** to change your password



6. 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



7. Your password is successfully changed

