
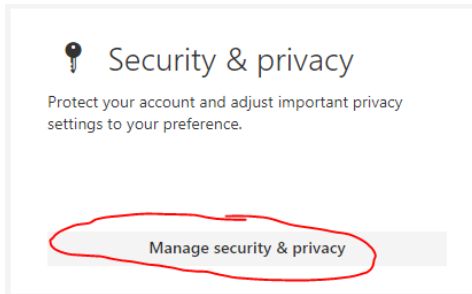
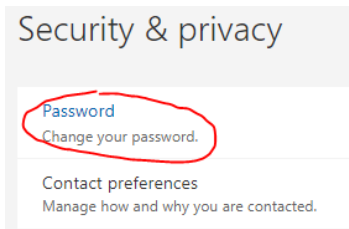


Changing Your Office 365 Email Password:

1. Go to <https://outlook.office365.com>
2. Login using your email address as the Username and the temporary password we emailed you
3. Click on the  icon in the top-right hand corner and click "My Account"
4. Click "Manage security & privacy"



5. Click "Change your password"



6. Enter your temporary password in the first field, and your new password in the other two fields.
7. When you login to the Cloud Server and open Outlook you may be prompted to enter your Username (your email address), and new password. Be sure to click the "Save password" checkbox on this pop-up.