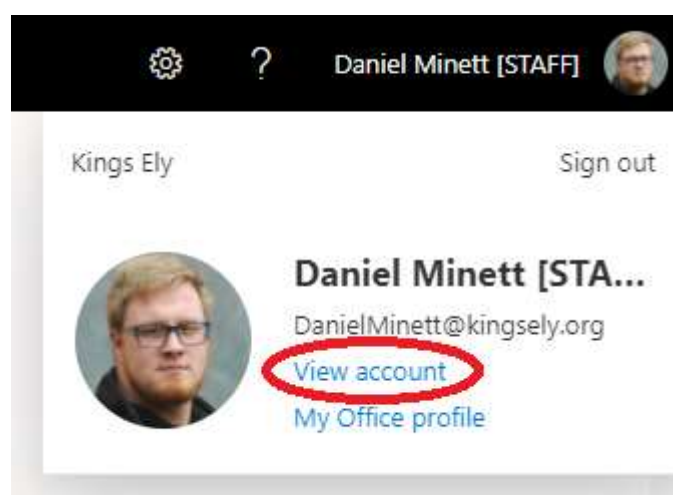


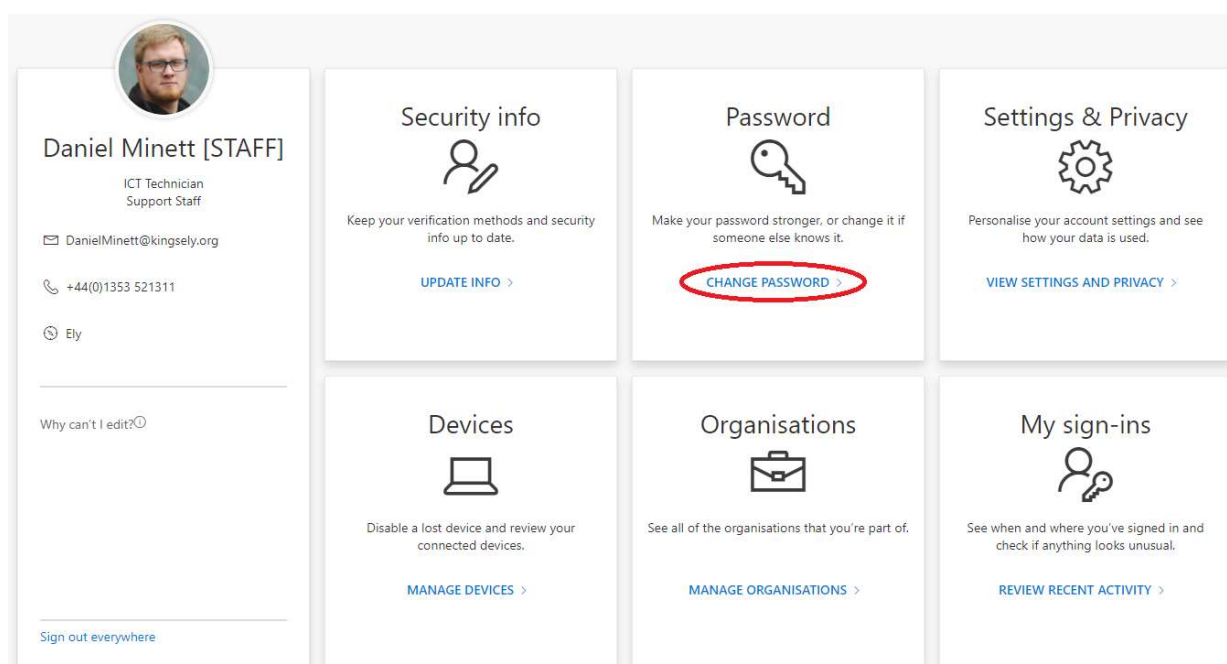
Microsoft Office 365 Password Change

This guide does not apply to resetting forgotten passwords

1. On either a computer or mobile device, go to office.com and click sign in. You may already be signed in, if so, there is no need to log out and back in again.
2. Once logged in, you need to open **My Account**. To open **My Account** find your name/profile picture in the top right corner of the page, click it and then click **View account**.



3. A new page will open, please click **CHANGE PASSWORD**.



4. A new page will open, you **may or may not** be asked to re-authenticate depending on how recently you signed into office.com. If you are asked to sign in again, then sign in as normal. On the new page you will then be able to change your password. You are required to enter your old password and then the new password twice. Enter these passwords and click **submit**.

change password


User ID
DanielMinett@kingsely.org

Old password


Create new password

Confirm new password

5. After changing your password, you will be redirected back to your profile. It is recommended to click on **Sign out of everywhere** to reduce the chances of any devices trying to login with your old password which can cause your account to become locked out.

Microsoft Minch KINGS ELY 

Profile



Minch Yoda
KEJ2010

Email: MinchYoda@kingsely.org
Alternative email address:

Manage account
[Change password](#)
[Set up self-service password reset](#)
[Review terms of use](#)
[Sign out everywhere](#)

Devices & activity
No devices registered.

6. Please remember, as has always been the case that if you have signed into the school WiFi or setup email in any mail application on any personal mobile devices, that you will need to change these to reflect the new password as when you are next at school the WiFi system will lock you out of your account due to trying to authenticate with an incorrect password. If you have any difficulties or concerns during this process please contact the IT Team in the usual way.