# MVCDC Support

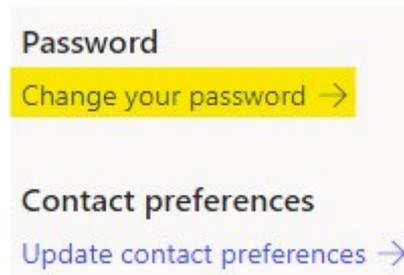# Change Your Password in Outlook Online (Microsoft Office 365)

Mark Hilgefort - 2023-06-22 - Outlook Email - Desktop, Mobile, Web

**To change your password in Outlook Web Access (OWA):**

1. First log into Microsoft Office 365 (https://www.office.com)

2. Then navigate to the Settings Gear icon at the top right of your screen



1. Click on **Change Your Password** link, located on the left side of the screen



1. On this screen, you will need to type in your current password in the "**Old Password**" field

2. Then type what you want to change your password to in the "**Create New Password**" and "**Confirm New Password**" fields
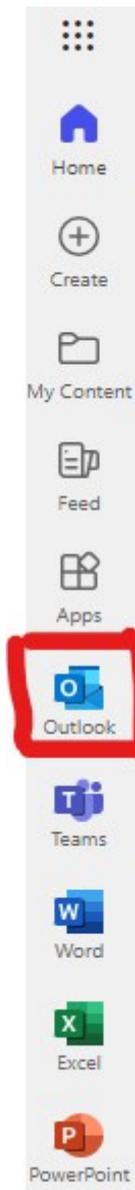
Old password

[                    ] [...]

Create new password

[                    ] [...]

Confirm new password

[                    ] [...]

[ Submit ]    Cancel

1. Click **Submit** at the bottom of the form

2. Once saved, you will then be logged out and you will need to go to **office.com** and log back in with your **New Password** you just set

3. When you get logged back in, click the **OUTLOOK** logo on the left side of the screen

1. If you get back to your inbox, you have completed changing your Office 365 (including Outlook) password. You will use need to use this new password to log on from now on

- Tags
- [Outlook](#)
- [Password](#)