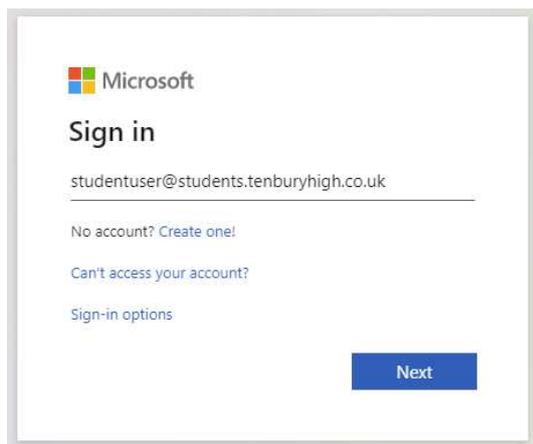


Changing your password on Office 365

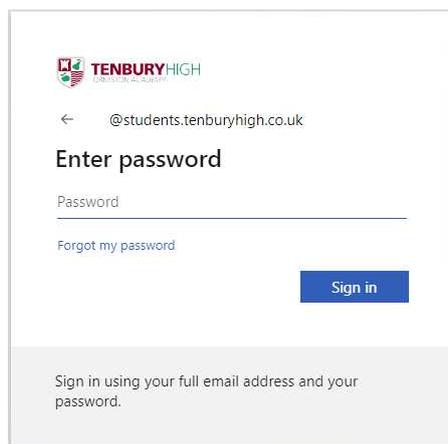
Sometimes you need to change your password – for instance if it has expired.

EduLink will give tell you that your password has expired when you try to log in, for example.

1. Follow this link: <https://account.activedirectory.windowsazure.com/ChangePassword.aspx>
2. On the login screen, log in with your email address (<yourusername>@students.tenburyhigh.co.uk) and the password you want to update.

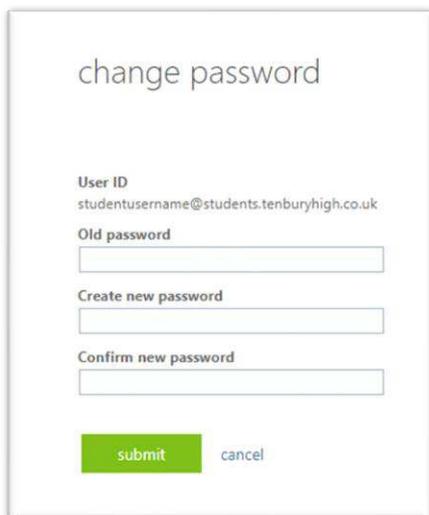


The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. A text input field contains the email address 'studentuser@students.tenburyhigh.co.uk'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right is a blue 'Next' button.



The image shows the Tenbury High 'Enter password' screen. At the top left is the Tenbury High logo. Below it is a back arrow and the email address '@students.tenburyhigh.co.uk'. The main heading is 'Enter password'. Below this is a 'Password' input field. Underneath the input field is a link that says 'Forgot my password'. At the bottom right is a blue 'Sign in' button. At the bottom of the page, there is a grey box with the text: 'Sign in using your full email address and your password.'

3. On the change password form, enter your current password at the top, and then enter a new password in the next two boxes.



The image shows the 'change password' form. At the top, the text 'change password' is displayed. Below it is the 'User ID' field, which contains 'studentusername@students.tenburyhigh.co.uk'. There are three input fields: 'Old password', 'Create new password', and 'Confirm new password'. At the bottom, there are two buttons: a green 'submit' button and a blue 'cancel' button.

Your new password must be at least 8 characters long, and have upper case, lower case, and a number or symbol. It cannot contain your name or any common words.

4. Once you have successfully set your password, wait two minutes and then you can log in using your new password for EduLink. This will also be the password for logging into computers when at school and for logging into Office 365 (for Email and Teams).