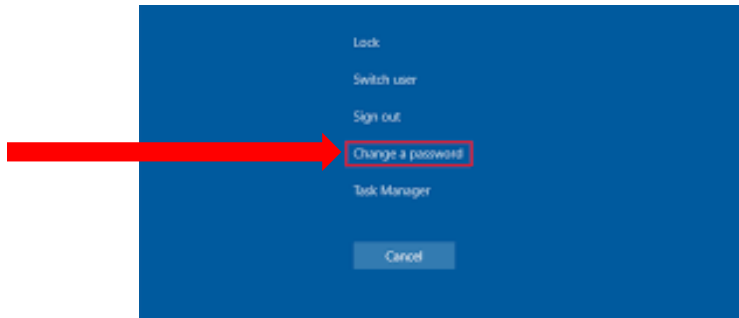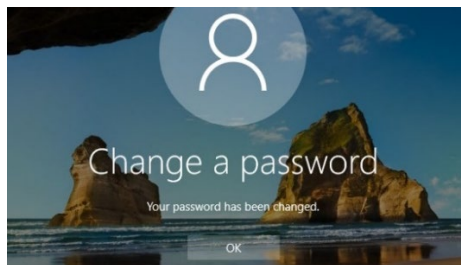# How to Change a Password on Windows Computer

1. **Press the Ctrl+Alt+Delete keys.**
2. **Select the Change a password option.**

Leave the top box alone!

3. **Type your Old password in the Old password box**
4. **Type the new password in the New password box**
5. **Type the SAME new password again in the Confirm password box (they must match or you will get an error message)**
6. **Press Enter or the arrow to change your password**

7. **When you see message that your password has been changed, click OK.**
8. **Your password is now changed for your computer & Office 365 account.**