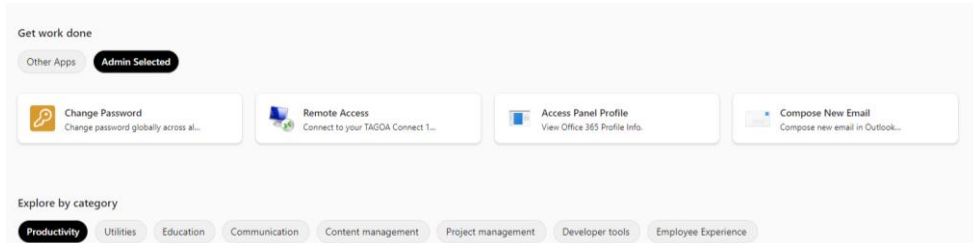


CHANGE PASSWORD GUIDE

TO CHANGE YOUR PASSWORD, FOLLOW THESE STEPS.

- 1- SIGN IN TO **OFFICE.COM/APPS** AND SELECT **ADMIN SELECTED**.



- 2- SELECT '**CHANGE PASSWORD**' THIS WILL CHANGE YOUR PASSWORD **GLOBALLY** (MICROSOFT 365 (ONLINE), GOOGLE, DESKTOP PASSWORD).
- 3- ENTER YOUR CURRENT PASSWORD AND THEN TYPE IN A **NEW PASSWORD**. THERE IS AN INDICATOR WHICH LET'S YOU KNOW IF YOUR PASSWORD IS STRONG ENOUGH.

- 4- ONCE YOU HAVE DECIDED UPON A SUITABLE PASSWORD, IT WILL AUTOMATICALLY APPLY IT TO ALL ONLINE APPS & COMPUTERS.

YOU ARE DONE!