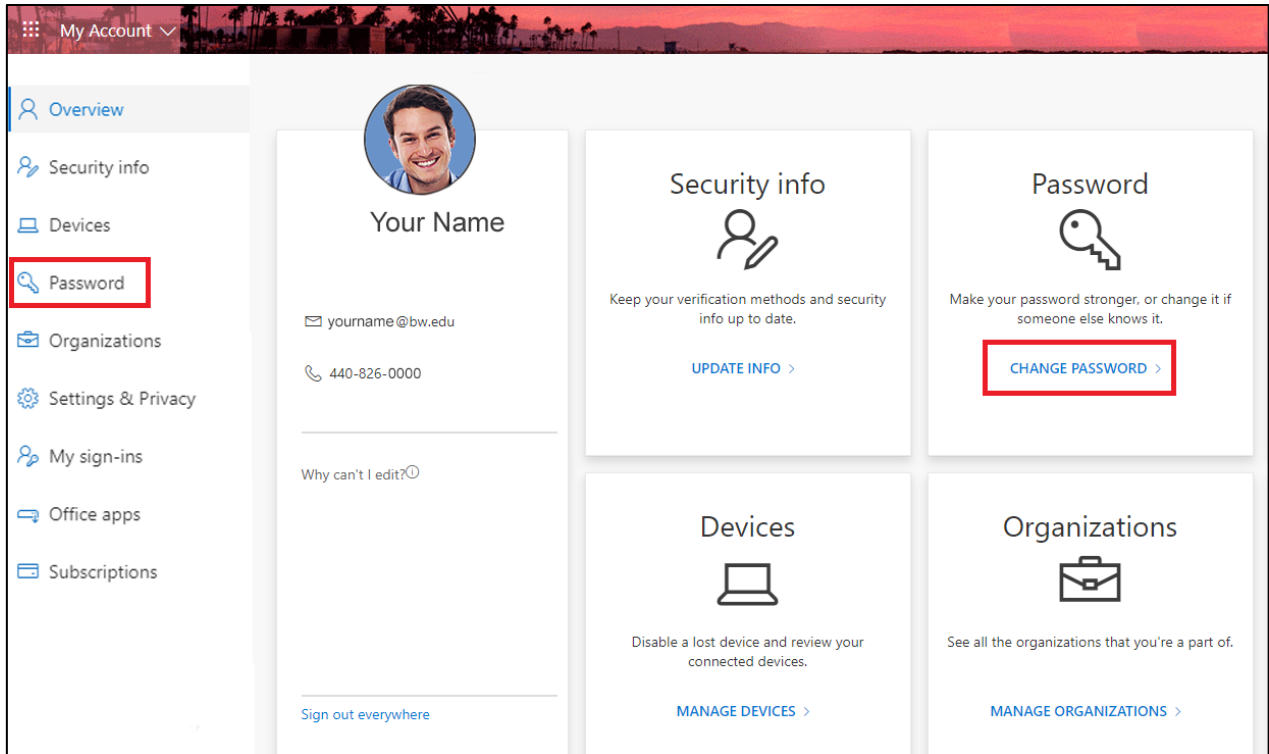


Update/Change your BW Office365 Account Password

1. Go to: <https://myaccount.microsoft.com>. Sign in to your BW Office365 account using your BW username and current password.
2. Select **Password** from the left navigation pane OR click on the **Change Password** link from the **Password** module.



3. Follow the instructions show in **RED** in the graphic below.

change password

User ID
yourname@bw.edu

Old password
 Type your current Password

Create new password
 Type a new Password

Confirm new password
 Type the new Password again

cancel

CLICK SUBMIT

Your password is changed! You will be prompted to sign in to your BW account again.