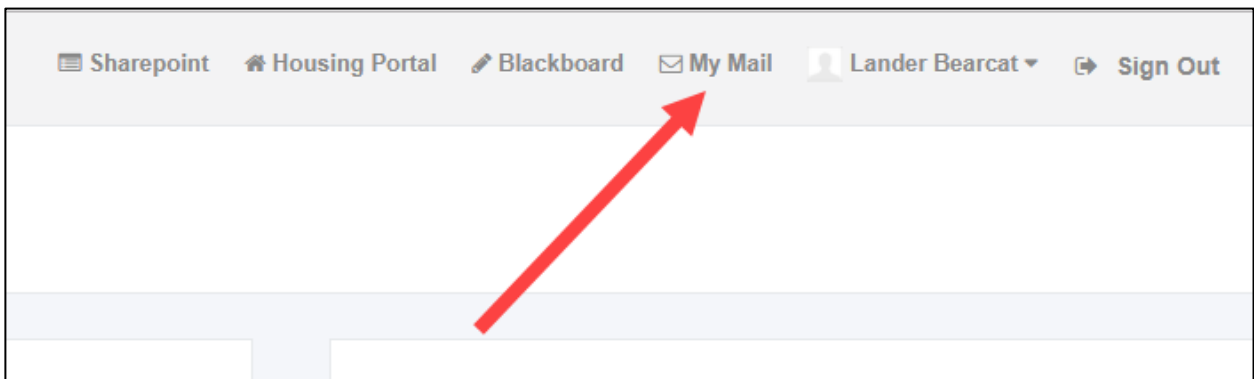
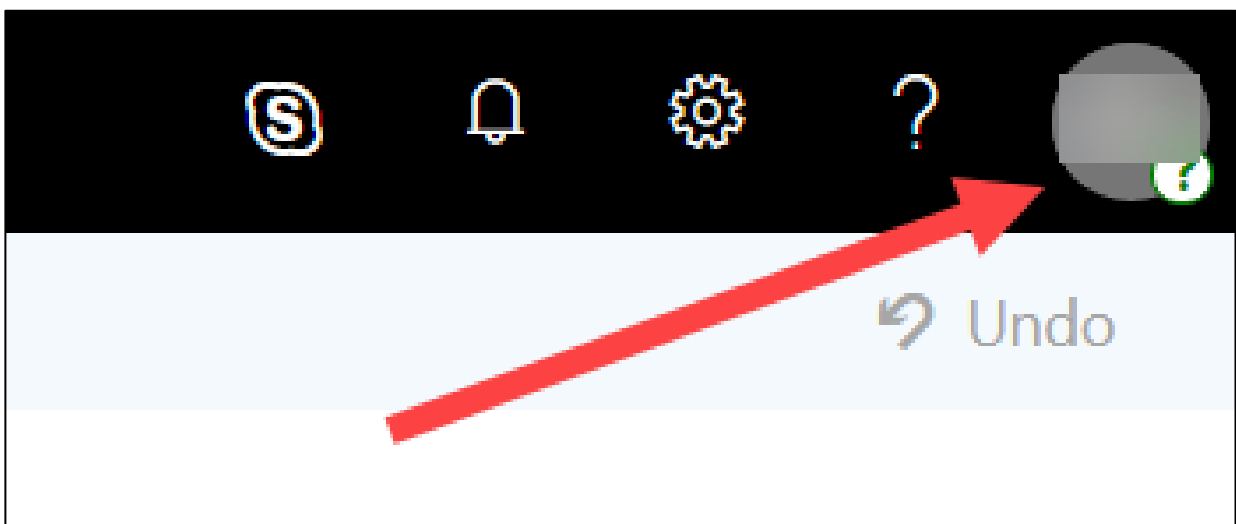


Office 365 Password Change Instructions

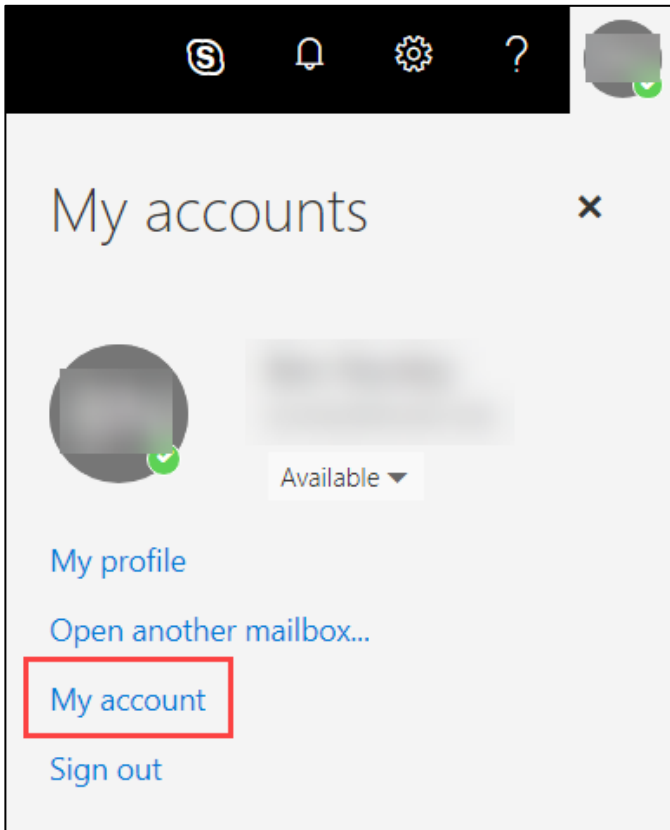
1. Open a web browser and go to Lander's website (www.lander.edu).
2. Click the "MyLander" link in the top right.
3. Sign in with your Lander username (first part of your email address) and password.
4. From the MyLander portal, click the "My Mail" link in the top right.



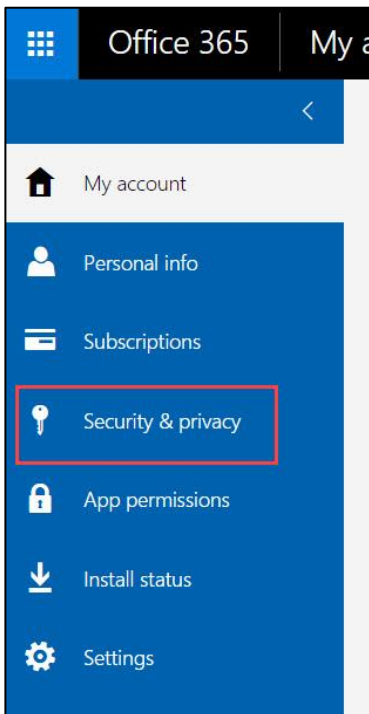
5. From your Office 365 inbox, click the circle with your initials in the top right corner.



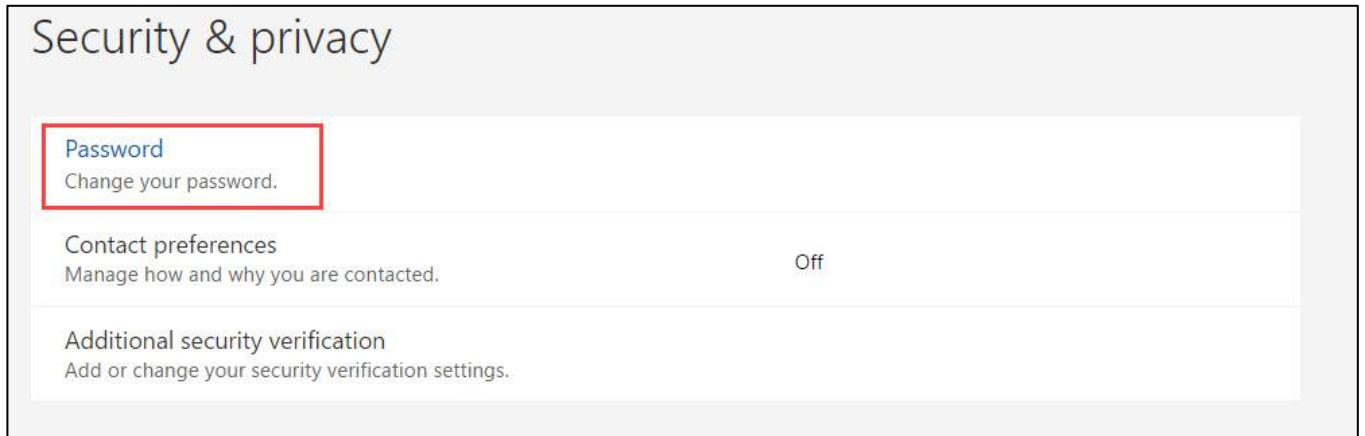
6. From the dropdown menu, select “My account”.



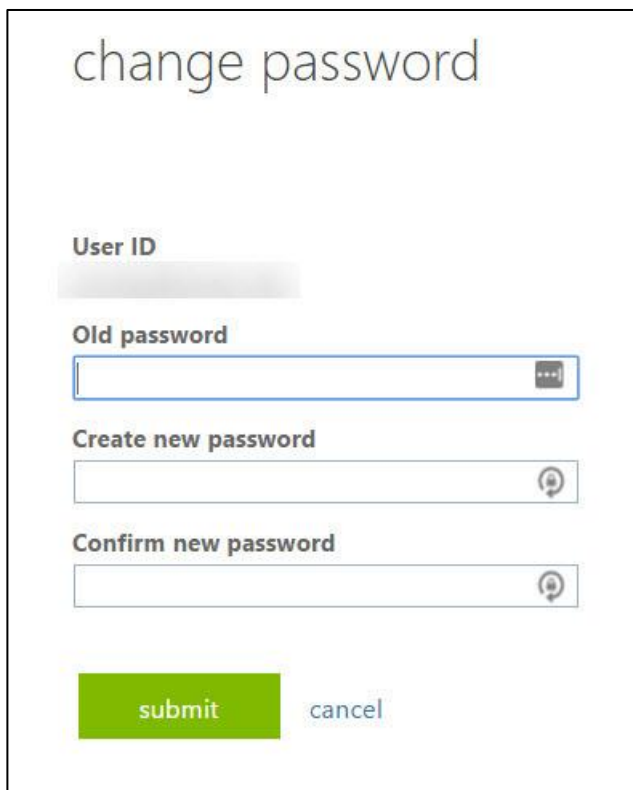
7. Select “Security and privacy” from the menu on the left.



8. Choose "Password".



9. Enter your old (current) password once and your new password twice. Your new password must be at least 10 characters and include at least 1 letter and 1 number.



10. After changing your password, be sure to update it anywhere that you have saved or stored the password, such as in the email and wireless settings on your phone or tablet.