

Changing your password through Office 365

MARCH 2020

NOTE: We recommend that you use Google Chrome for access to Office 365

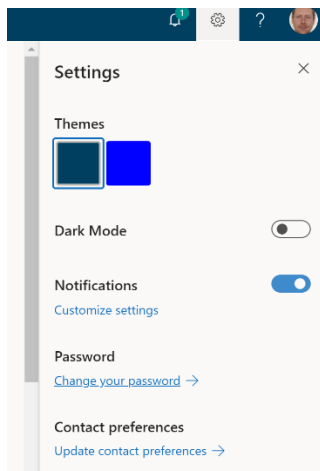
Open Google Chrome from the start menu – by clicking on the start button and typing Chrome, then open the application.

In the address bar navigate to www.office.com and sign in.

Click the settings cog top right.



Select Change your password.



Enter your old password and then your new password – remember to confirm it followed by submit. You will then be asked to verify your password.

change password

User ID
theo.dunlop@nrc.ac.uk

Old password
.....

Create new password
.....

Confirm new password
.....

submit cancel

NORTHERN
Regional College

theo.dunlop@nrc.ac.uk

Enter password

Because you're accessing sensitive info, you need to verify your password.

Password
.....

[Forgot my password](#)

[Sign in with another account](#)

Sign in

If you have any issues with above please log a call with servicedesk@nrc.ac.uk.