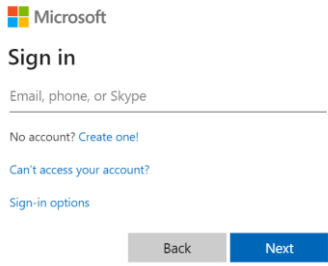
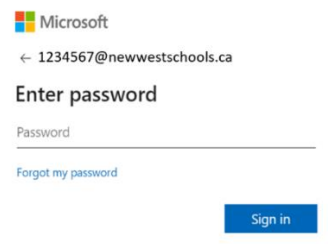
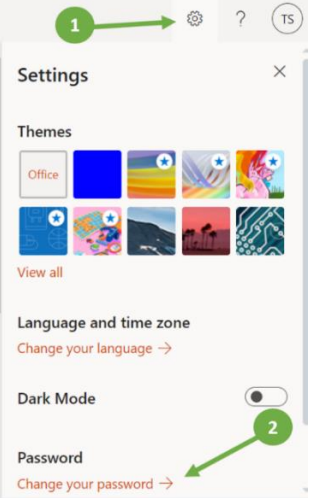
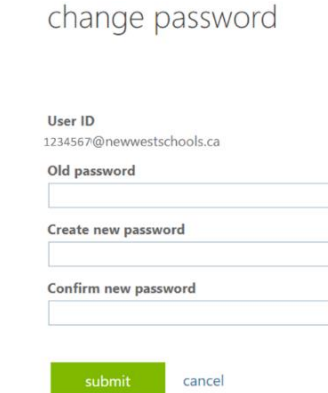


Here is a video on [how to change your Microsoft 365 password](#).

For security & privacy reasons students should change their passwords as soon as possible

Go on your Microsoft 365 web landing page: Open a web browser on your device (for example Chrome (preferred), Edge or Safari) Go to the office 365 portal: https://portal.office.com	
Enter your school email, which is your pupil's number @newwestschools.ca For example if your pupil's number is 1234567, your email is 1234567@newwestschools.ca Click Next	 Microsoft Sign in Email, phone, or Skype No account? Create one! Can't access your account? Sign-in options Back Next
Enter your password, as given to you by your teacher Click on Sign in	 Microsoft ← 1234567@newwestschools.ca Enter password Password Forgot my password Sign in
To change your password, click on the Gear icon at the top right of your screen	 1 Settings Themes Office View all Language and time zone Change your language → Dark Mode Password Change your password → 2
and then click change your password	
You will need to re-enter the old password. Then create a new password. Enter it again to confirm your new password. Click on Submit. Password should have at least 8 characters made up of uppercase, lowercase, numbers and special characters. Do not use your first name or last name in the password Parents of younger students should assist as needed, and work with their child to create a suitable password.	 change password User ID 1234567@newwestschools.ca Old password Create new password Confirm new password submit cancel