

HOW TO CHANGE THE PASSWORD ON YOUR MICROSOFT ACCOUNT

Your Microsoft account must have a password. For security and privacy, you should consider making something that is relatively complex and include both upper-case and lower-case letters, at least a couple numerals, and at least one special character. Obviously, you will want to commit the password to memory (or write it down and hide it).

To change a password for your Microsoft account, follow these steps:

1. Make sure that you are signed in to your Microsoft account.
2. Go to Settings (Window key + I).
3. Click on Accounts.
4. In the left column, click on Sign-in Options.
5. In the right column, click on the ***Change*** button under Password.
6. On the next screen (Change your password), type your current password, then click *Next*.
7. On the next screen (also called Change your password), fill in the three boxes with the requested information (Old password, New password, reenter New password). Click Next.
8. Note: you can also change your four-digit pin.
9. The next time you sign-in to your Microsoft account, you will be required to enter your new password in order to continue to your Desktop.