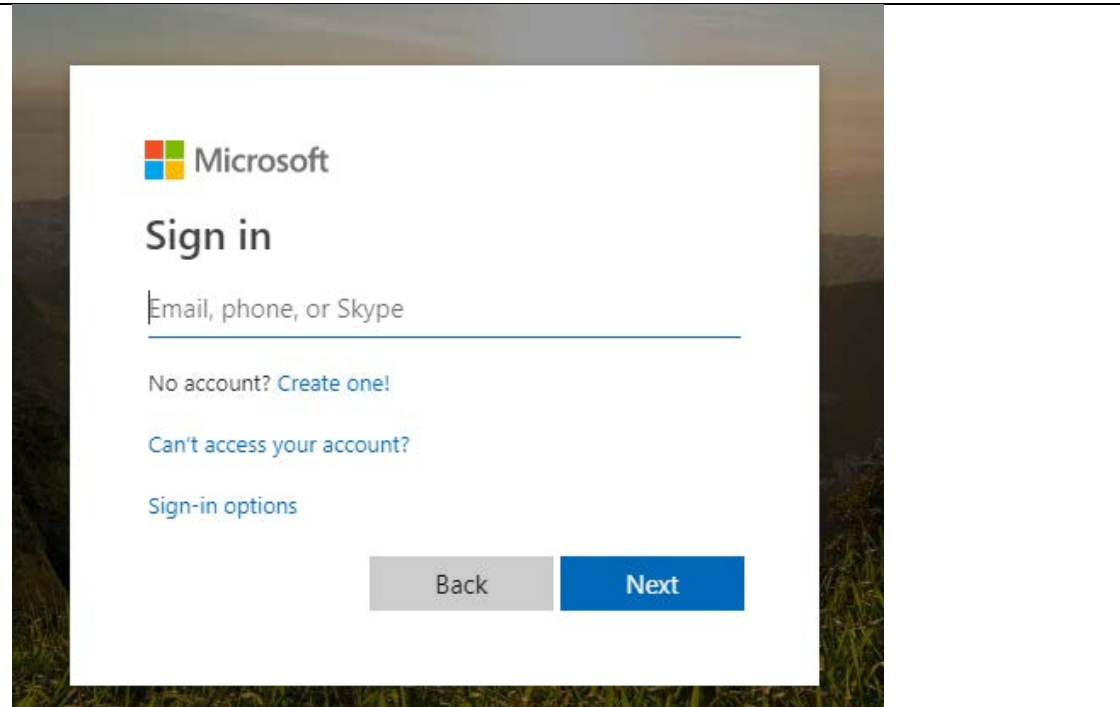![itsc Information Technology Services Centre]

Change Retiree Email Account Password

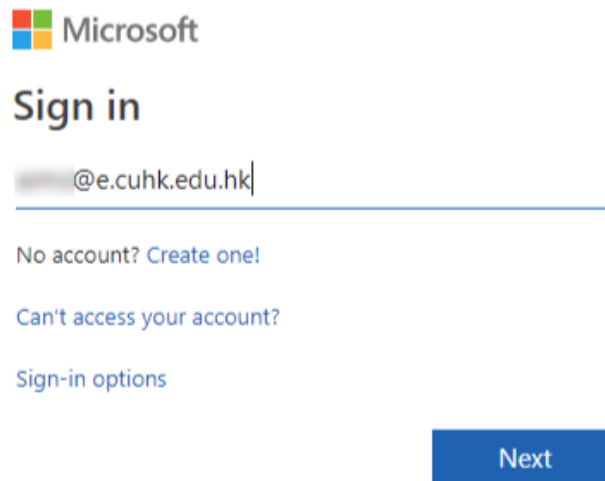*(This user guide suits all common internet browsers.)*

Enquires

- Phone: 3943 8845
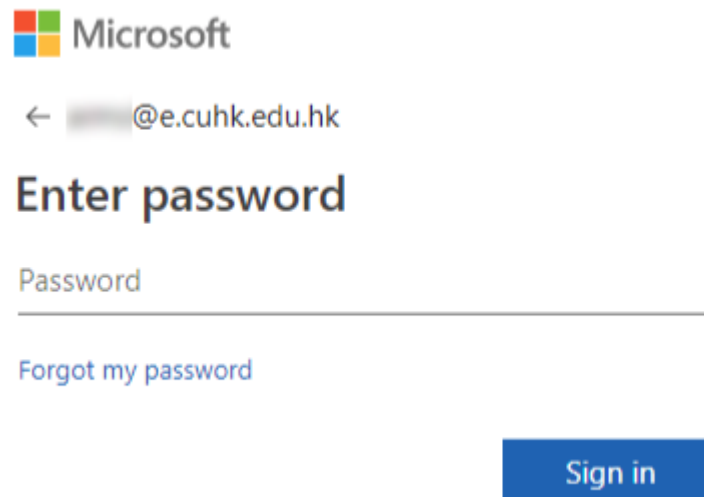- Web: https://cai.itsc.cuhk.edu.hk/servicedesk/guest/

1. Go to the login page: https://portal.office.com	

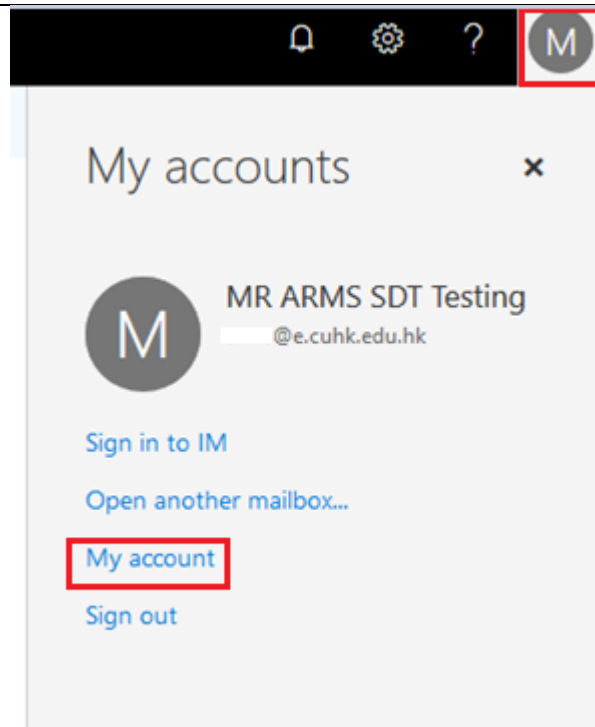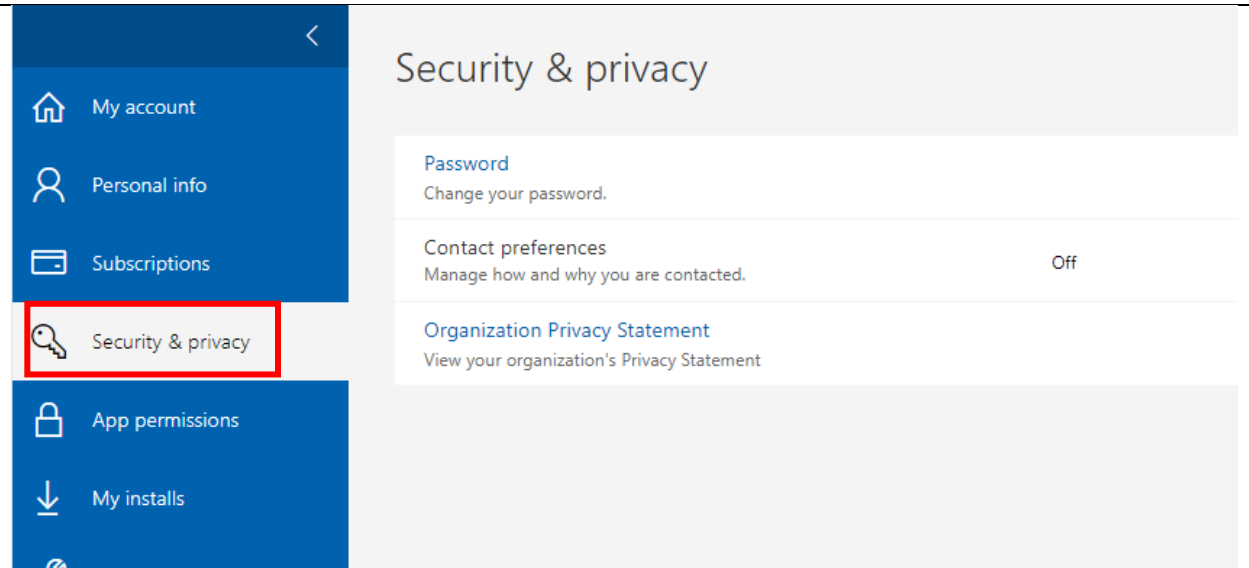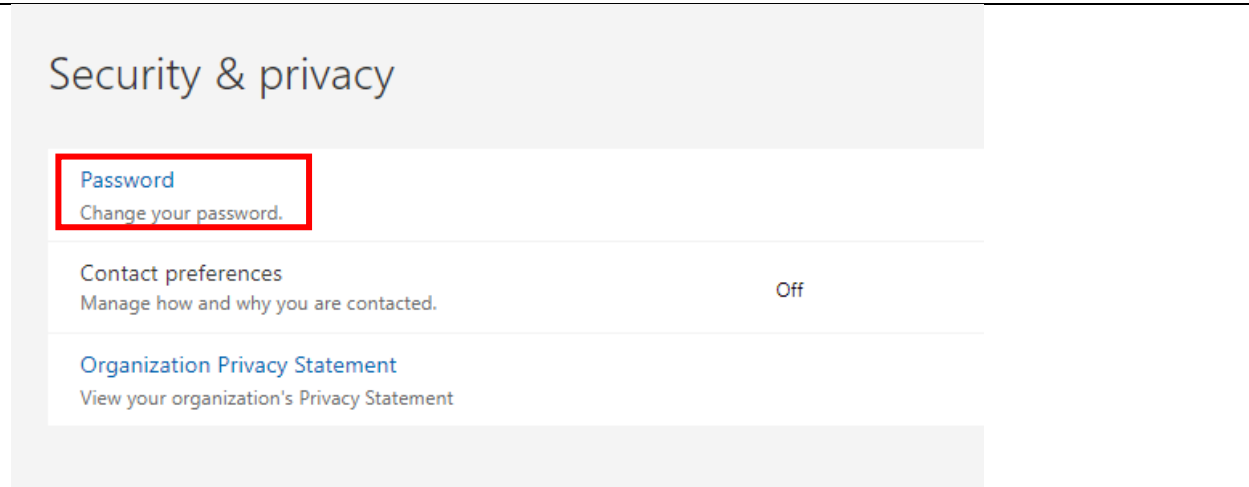|	
2. Type your retiree email address xxxx@e.cuhk.edu.hk Click **Next**.	**Microsoft** Sign in _____@e.cuhk.edu.hk| No account? Create one! Can't access your account? Sign-in options Next
3. Enter the password that ITSC sent to you.	**Microsoft** ← _____@e.cuhk.edu.hk Enter password Password Forgot my password Sign in

4. Click the circle icon at the right top corner. Then, select **My account.**	

5. In the blue column on the left, click **Security & privacy**.	
6. Click **Password**	

7. A window **Change password** pops up. For the field

a. **Old password:** Enter the current password you used

b. **Create new password:** Enter the new password that you want

c. **Confirm new password:** Re-enter the password you input in b

Then, click **submit**.

change password

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID
arms@e.cuhk.edu.hk

Old password

a [   ]

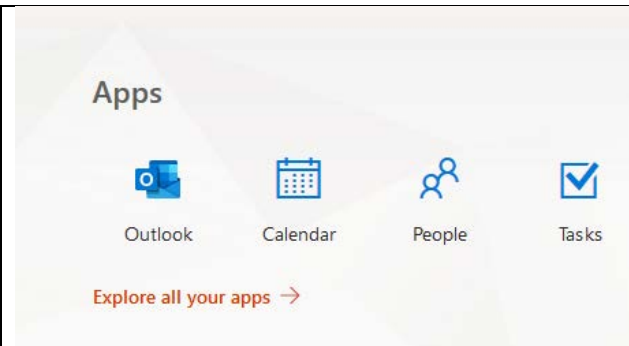**Create new password**

b [   ]

[Password strength   ]

Confirm new password

c [   ]

[submit] cancel

8. You will then be brought back to the Office 365 homepage.	**Apps** Outlook Calendar People Tasks Explore all your apps →