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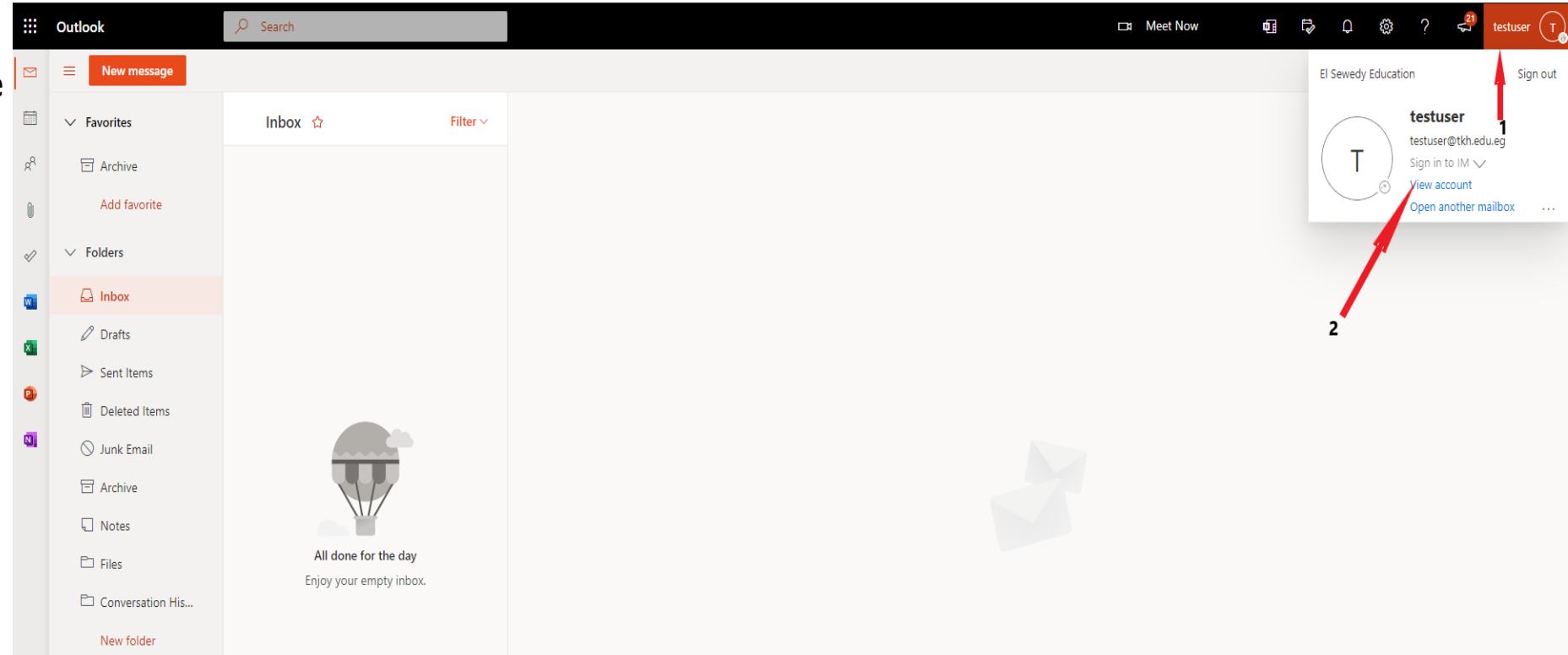
How to change your
password



Using Web Browser

1) Click on your account Name

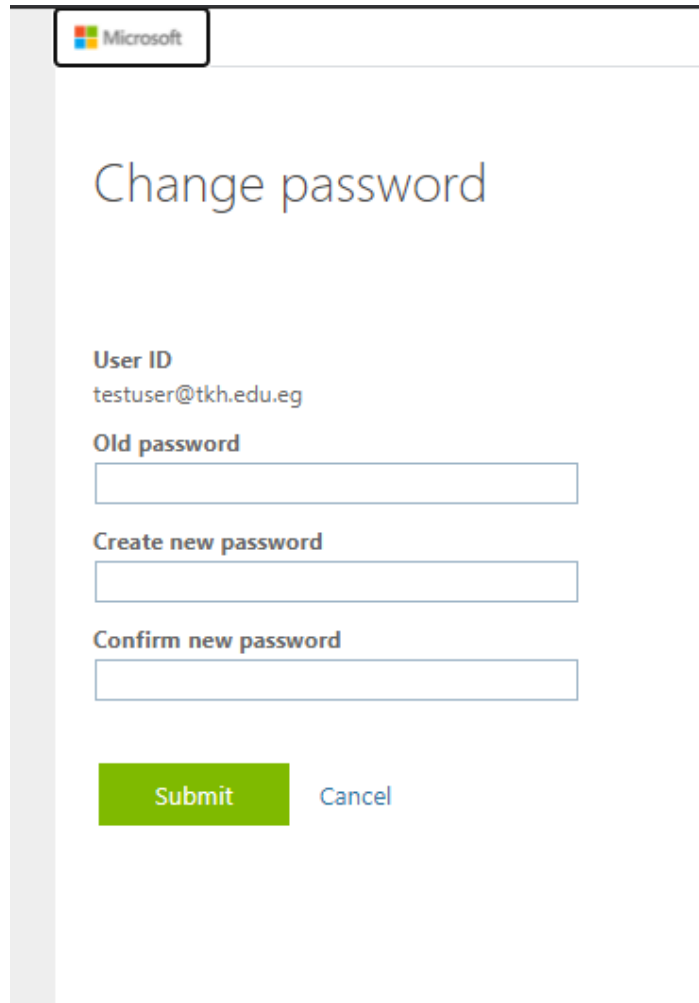
2) Click on View account



3) Click on change Password

The screenshot shows a Microsoft account management interface. At the top left, there is a 'My Account' dropdown menu. A left-hand navigation pane lists several options: Overview (selected), Security info, Devices, Password, Organizations, Settings & Privacy, My sign-ins, Office apps, and Subscriptions. The main content area is a grid of tiles. The top-left tile shows the user's profile: a blue circular icon with a white person silhouette, the name 'testuser', and the email 'testuser@tkh.edu.eg'. Below this is a link 'Why can't I edit?' with a question mark icon and a 'Sign out everywhere' link at the bottom. The top row contains three tiles: 'Security info' (with a key icon and 'UPDATE INFO >' link), 'Password' (with a key icon, a yellow circle highlighting the tile, and 'CHANGE PASSWORD >' link), and 'Settings & Privacy' (with a gear icon and 'VIEW SETTINGS AND PRIVACY >' link). The bottom row contains three tiles: 'Devices' (with a laptop icon and 'MANAGE DEVICES >' link), 'Organizations' (with a briefcase icon and 'MANAGE ORGANIZATIONS >' link), and 'My sign-ins' (with a person and key icon and 'REVIEW RECENT ACTIVITY >' link). At the bottom of the page, there are two more tiles: 'Office apps' and 'Subscriptions'.

4) Type your old password
then the new one



The screenshot shows a Microsoft 'Change password' form. At the top left, there is a Microsoft logo. The main heading is 'Change password'. Below this, the 'User ID' is listed as 'testuser@tkh.edu.eg'. There are three input fields: 'Old password', 'Create new password', and 'Confirm new password'. At the bottom, there are two buttons: a green 'Submit' button and a blue 'Cancel' button.

Microsoft

Change password

User ID
testuser@tkh.edu.eg

Old password

Create new password

Confirm new password

Guidelines

The following are general recommendations for creating a Strong Password:

A Strong Password **should** -

- Be at least 8 characters in length
- Contain both upper and lowercase alphabetic characters (e.g. A-Z, a-z)
- Have at least one numerical character (e.g. 0-9)
- Have at least one special character (e.g. ~!@#\$%^&*()_+ =)

A Strong Password **should not** -

- Spell a word or series of words that can be found in a standard dictionary
- Spell a word with a number added to the beginning and the end
- Be based on any personal information such as user id, family name, pet, birthday, etc.

The following are several recommendations for maintaining a Strong Password:

- Do not share your password with anyone for any reason**
- Change your password upon indication of compromise**
- Consider using a passphrase instead of a password**
- Do not write your password down or store it in an insecure manner**
- Avoid reusing a password**
- Avoid using the same password for multiple accounts**
- Do not use automatic logon functionality**

Additional Information

If you have any questions or comments related to this Guideline, please contact IT Help Desk IT.support@tkh.edu.eg

Thank You

