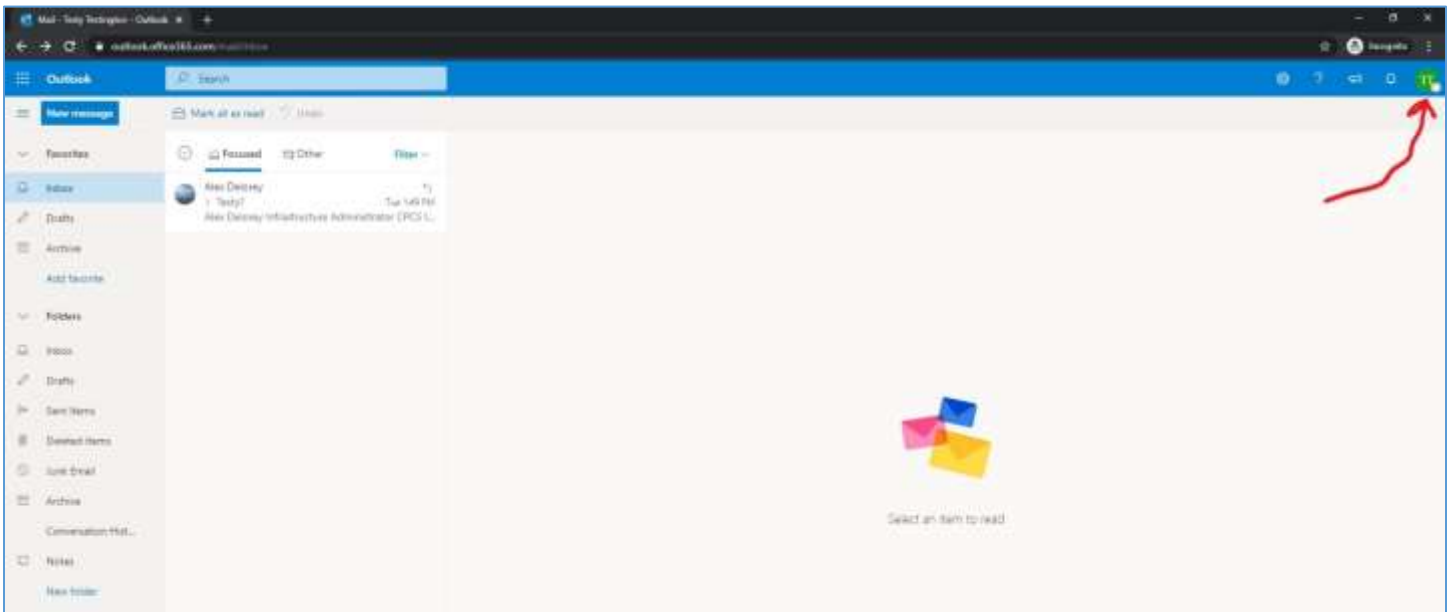
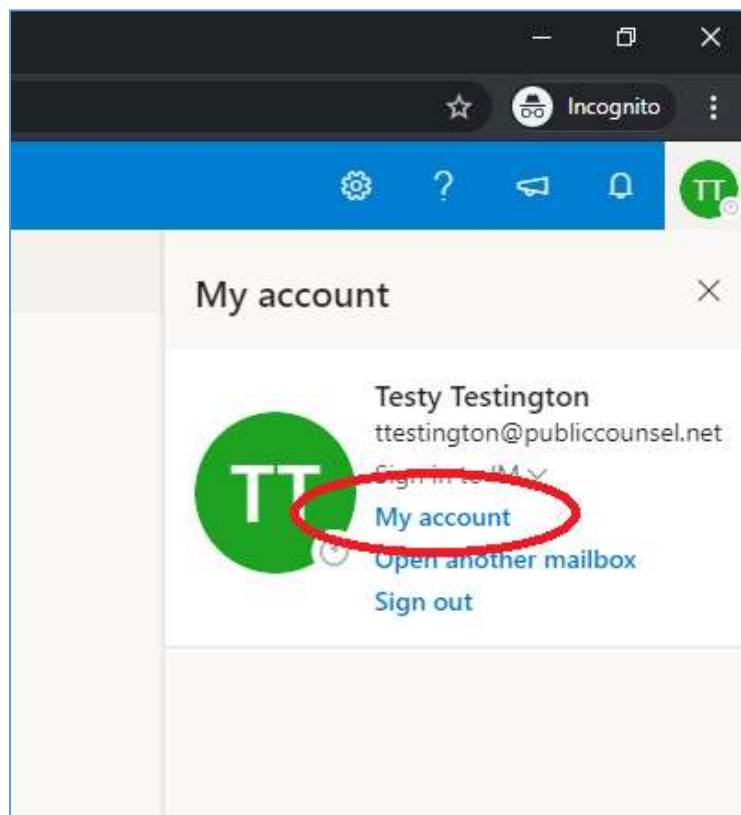


Changing your CPCS Password Over the Web

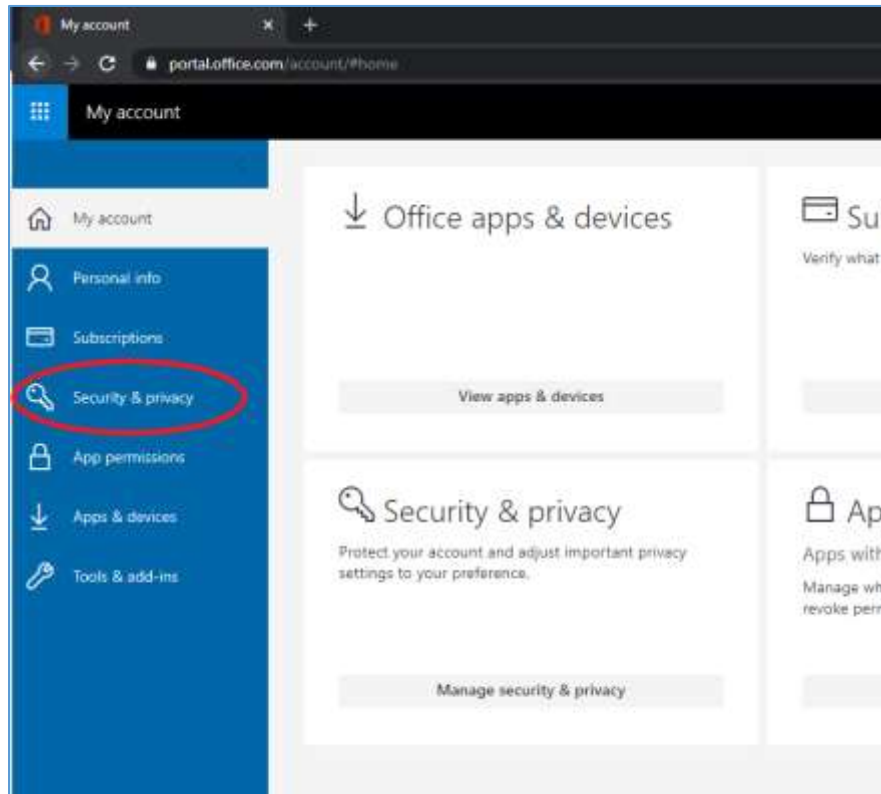
1. Go to website **mail.office365.com** and login using your current CPCS email address and password
2. In the upper right-hand corner, click on your account circle.



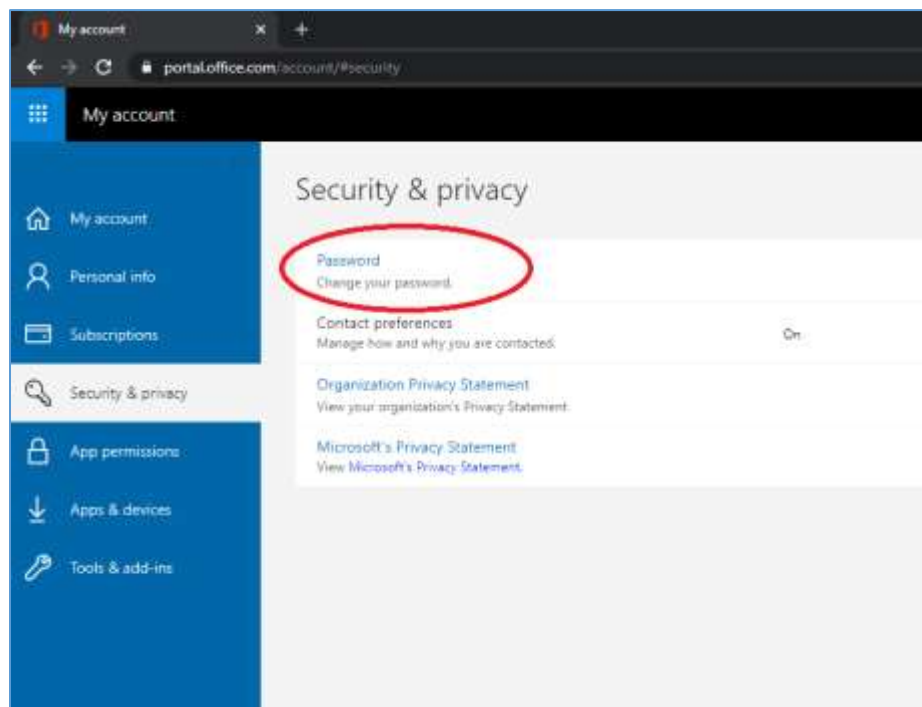
3. This circle will have either your initials or your Outlook profile photo
4. Click **My account**



5. After clicking on **My account**, click on **Security and Privacy**



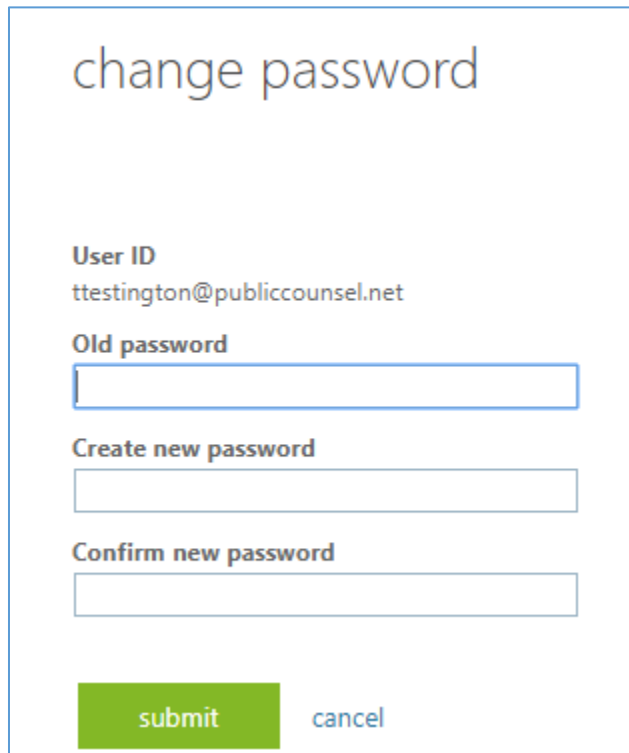
6. On the **Security and privacy** page, click **Password Change your password.**



7. Enter your old password, and your new password and confirmation, and click **submit**

Password requirements:

- You cannot reuse any of your past 4 passwords
- **Password Length:** Minimum of 8 Character
- Must contain at least **3 of the following 4** types:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)



change password

User ID
ttestington@publiccounsel.net

Old password

Create new password

Confirm new password

8. You have changed your password. **Most likely you will be prompted to sign in again with your new password**

NOTE: If you have never used mail online before, you will need to answer two questions on your preferred time zone and language. **Once answered, you will be brought to an Outlook online tutorial. This tutorial can be skipped by hitting the X.**