

# DOCUMENTED WORKFLOW

## Change Your Email Password – 0365

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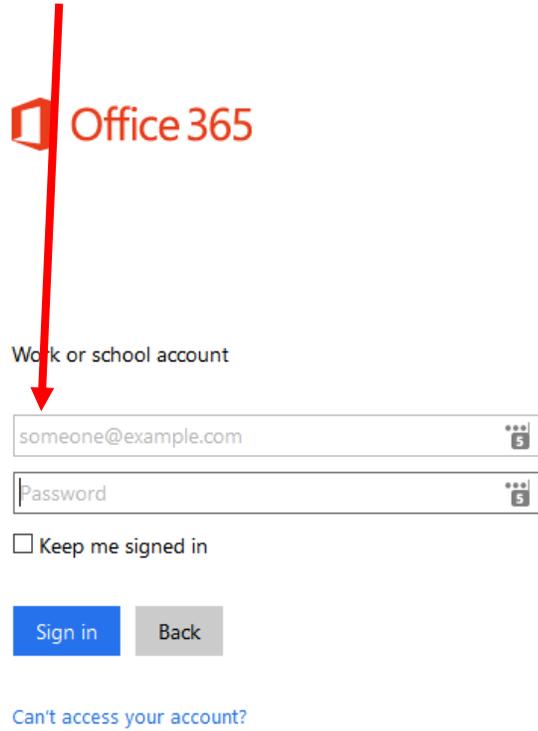


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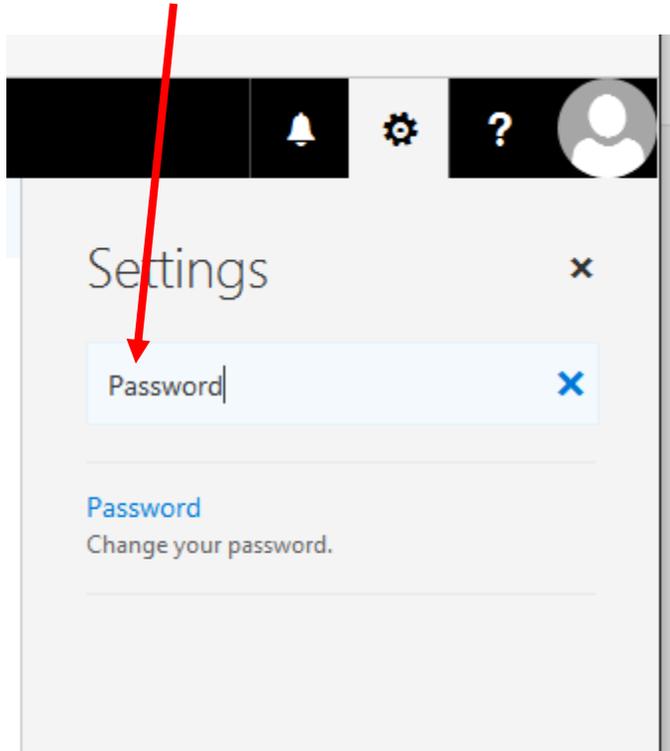
1. Navigate in your web browser to <https://outlook.office365.com> (You can use, Internet Explorer, Chrome, Firefox, or Safari)
2. Enter your email address and the default password in the spaces provided. Then click sign in. (The default password is contained in an email you received, should you need this password again please contact the help desk)



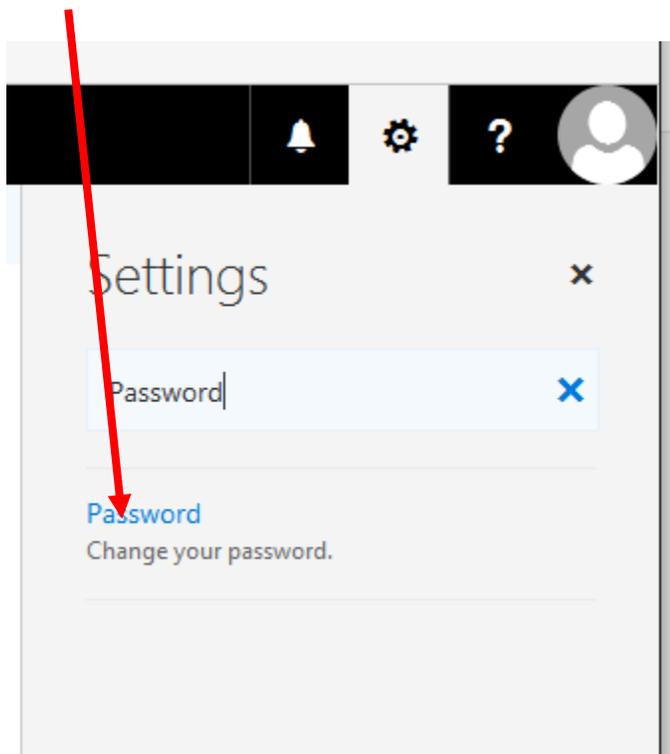
3. Click the Sprocket on the Upper Right Hand Side of the Office Toolbar



4. Type Password in the Search Box



5. Click Password In Blue



- 6. Type the Default Password in the Old password Field (The default password is contained in an email you received, should you need this password again please contact the help desk)

## change password

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID

●@gatlinc.com

Old password

Create new password

Password strength

Confirm new password

submit

cancel

- 7. Create a new password and type it in the Create new password field

## change password

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID

●@gatlinc.com

Old password

Create new password

Password strength

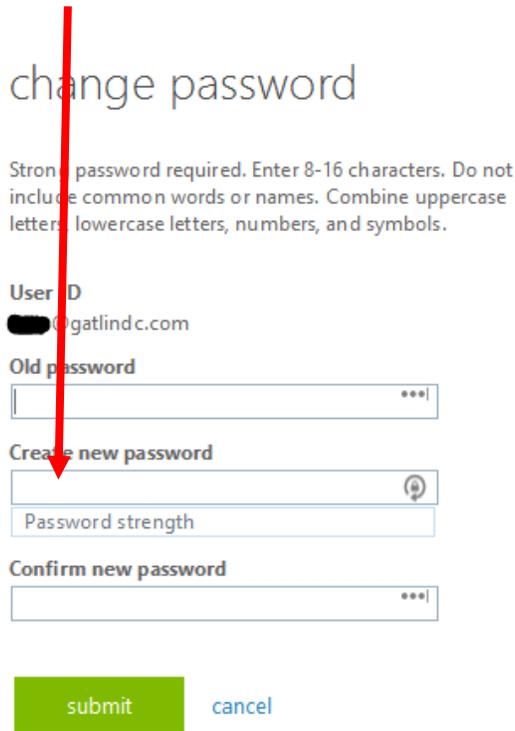
Confirm new password

submit

cancel



8. Enter your new password again



change password

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID  
[redacted]@gatindc.com

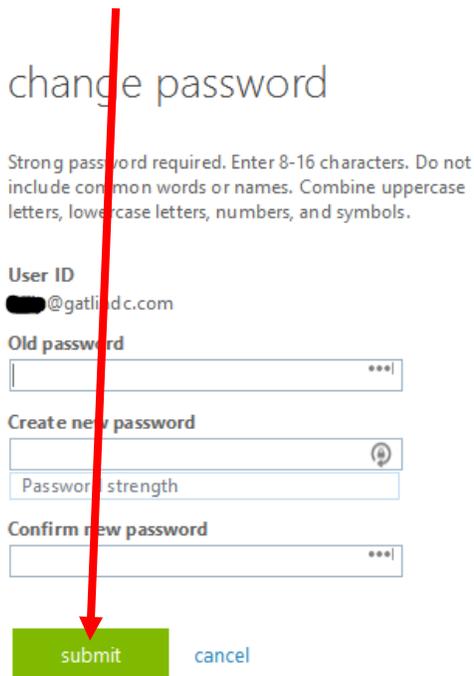
Old password

Create new password  
 

Password strength

Confirm new password

9. Click "Submit"



change password

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID  
[redacted]@gatindc.com

Old password

Create new password  
 

Password strength

Confirm new password



Your password will now be updated.

**IMPORTANT:**

Once you change your password you will be prompted by everything that is connected to your email box to enter your credentials again. This will include Outlook, iPads, iPhones, Etc. this is common and you simply need to enter your new password for outlook and continue.

