1. Open your browser (Chrome, Edge, etc.)
2. Go to: https://www.office.com
3. Click **Sign in**
4. Enter your email → click **Next**
5. Enter your current password → click **Sign in**

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6. Once logged in, click your **profile icon** (top-right corner)
7. Click **View account**

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8. On the account page, click **Security**
9. Click **Change my password**

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10. Fill in the boxes:

- **Current password** → your old password
- **New password** → type a new one
- **Confirm password** → type it again

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11. Click **Save**

Done. Your password is now changed.