

# OWA - Password Change

(only if user knows password)

Browse to the following page (also available on the [Delhi Logins](#) page as 'Microsoft Online Portal')

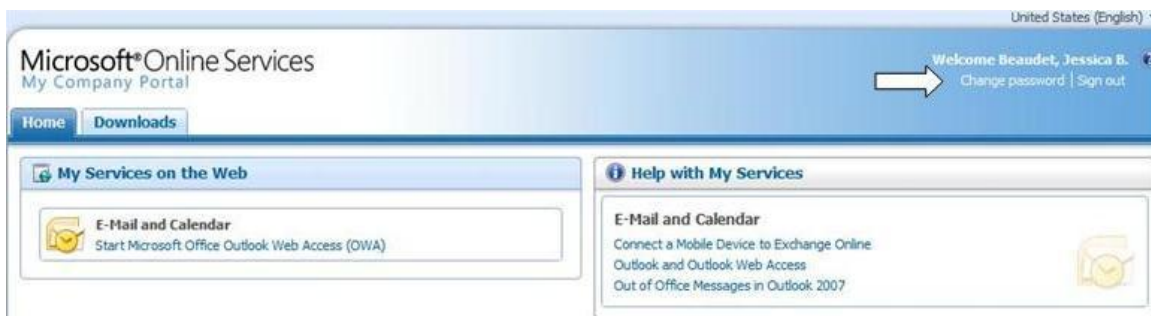
<https://home.microsoftonline.com/Default.aspx?ReturnUrl=/Home/Home.aspx>

Click 'Go directly to My Company Portal'



Sign in by entering your full email address and your password

Click 'Change Password' on the top right of the Portal page



Enter your Old password and New password, then confirm password

**Your password must contain:**

- 7 characters or more
- A combination of upper and lower case letters
- At least one number or symbol

The screenshot shows the 'Change your password' interface in the Microsoft Online Services My Company Portal. The user name is 'beaudejb@delhi.edu'. The password requirements are: 7 characters or more, a combination of upper and lower case letters, and at least one number or symbol. The password strength is indicated as 'Strong' with a green progress bar.

Microsoft® Online Services  
My Company Portal

Change your password Help ?

User name:

\* Old password:

\* New password:

\* Confirm password:

**Password must contain:**

- 7 characters or more
- A combination of upper and lower case letters
- At least one number or symbol

**Password strength:** Strong

Press save when finished

You will see the below confirmation if you were successful

## Microsoft® Online Services

My Company Portal



**You have successfully changed your password.**

**Next, choose an access option:**



**Option 1** (recommended)

**Use single sign in to access your services**

The Microsoft Online Services Sign In application provides a quick, single sign in for all online services, including Microsoft Office 2007 programs. [Learn more](#)

[Download Sign In](#)



**Option 2**

**Provide your name and password multiple times**

If you do not use single sign in, you must provide your user name and password each time you access an online service. [Learn more](#)

[Go directly to My Company Portal](#)

You may now close the browser page.

## Need help?

Contact the [Service Center](#). (Click link for phone number and hours)