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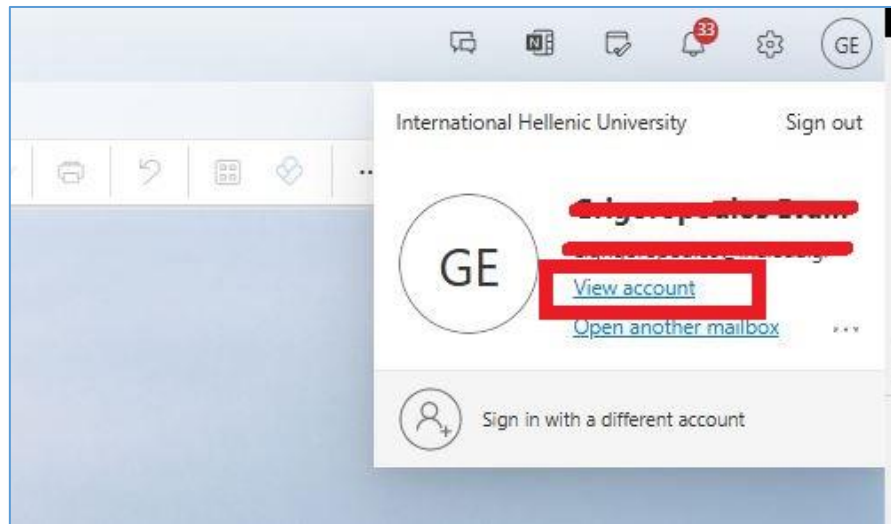
**University Center of
International Programmes
of Studies (UCIPS)**

Office 365 email password change

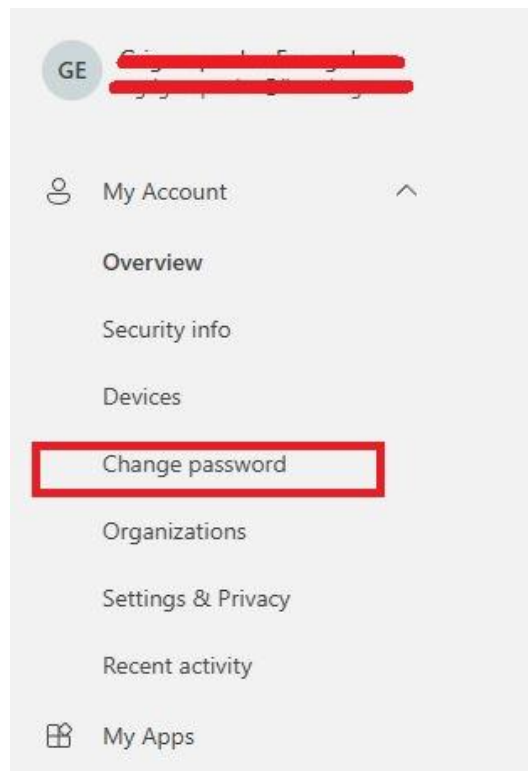
Dept of Digital Governance
University Center of International Programmes of Studies
International Hellenic University

You can change your Office 365 email password by carrying out the following process:

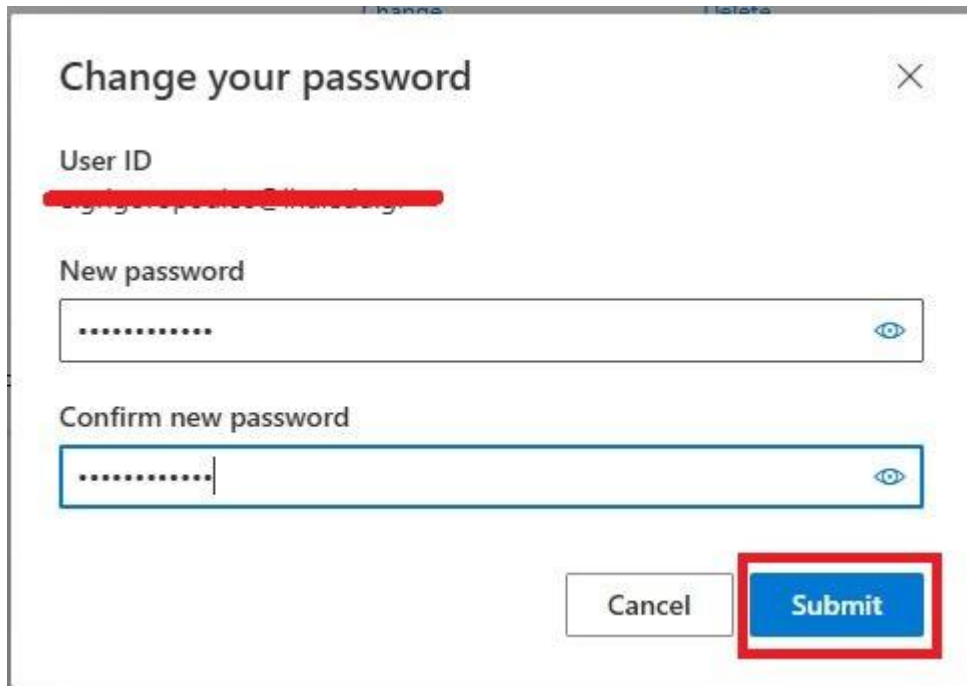
- At your O365 email interface (<https://www.ihu.gr/livemail>), select the icon with your name/surname initials at the upper right side of the interface and then click on **View account**



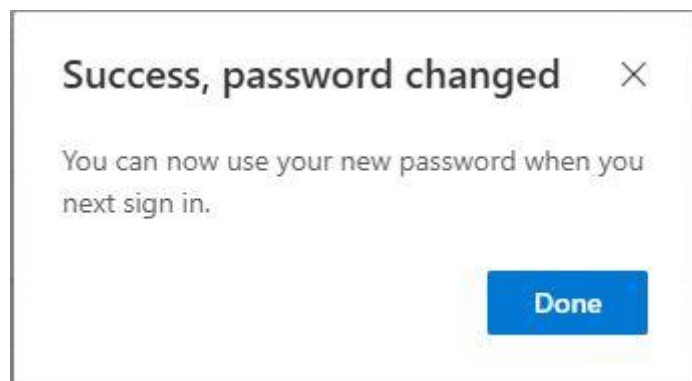
- From the left menu of the emerging window, click on **Change password**



- At the **Change your password** window, enter twice the new email password in the **New password** and **Confirm new password** fields. Enter a password of your choice. Then click on **Submit**.

A screenshot of a web application dialog box titled "Change your password". The dialog has a close button (X) in the top right corner. It contains three input fields: "User ID" (with a redacted value), "New password", and "Confirm new password". Both password fields are filled with dots and have an eye icon to toggle visibility. At the bottom right, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red rectangular border.

- Click **Done** at the **Success, password changed** window. Enter the new password, when you relogin.

A screenshot of a web application dialog box titled "Success, password changed". The dialog has a close button (X) in the top right corner. Below the title, it says "You can now use your new password when you next sign in." At the bottom right, there is a blue button labeled "Done".

Important_note: Avoid the use of consecutive characters (e.g. 123 or abc) or part of your email username in your new email password. Select a password of at least eight (8) characters, combining capital and small letters, numbers and at least one symbol.