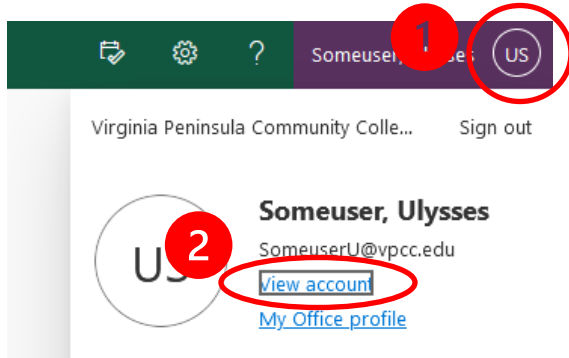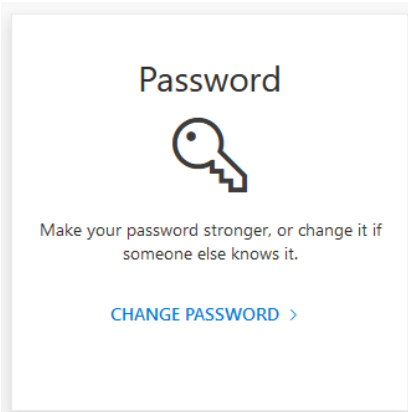# Change your password in Microsoft 365

After you are signed into Microsoft 365 at office.com, 1) select your user profile picture/initials in the upper right corner and 2) choose View Account.

On the resulting page, find and select the **Password** block or use the Password menu item on the left Enter your existing password and then enter your new password and confirm it.

VPCC Account Password Requirements

- Password must not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Cannot re-use previous passwords.
- Be at least thirteen characters in length
- Contain characters from three of the following four categories:
    - English uppercase characters (A through Z)
    - English lowercase characters (a through z)
    - Base 10 digits (0 through 9)
    - Non-alphabetic characters (@ # $ % ^ & * − _ ! + = [ ] { } | \ : ' , . ? / ` ~ " ( ) ; < >)

Passwords must be changed every 180 days.