

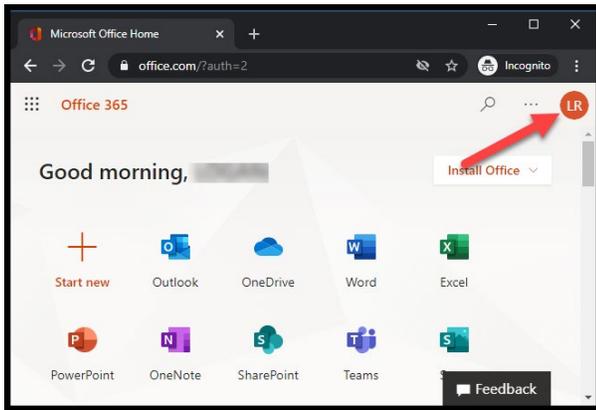


Zachary Community Schools

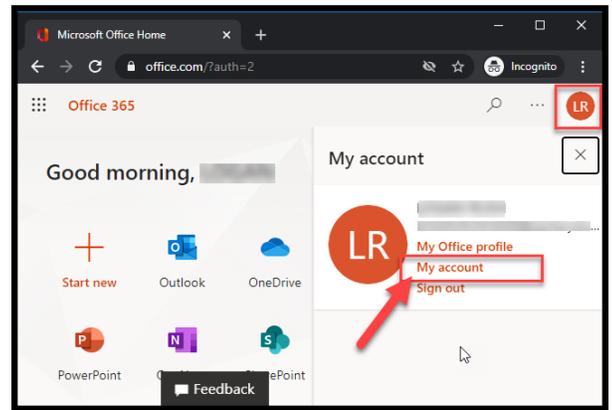
How to Change Your Password

1. Login to Office 365

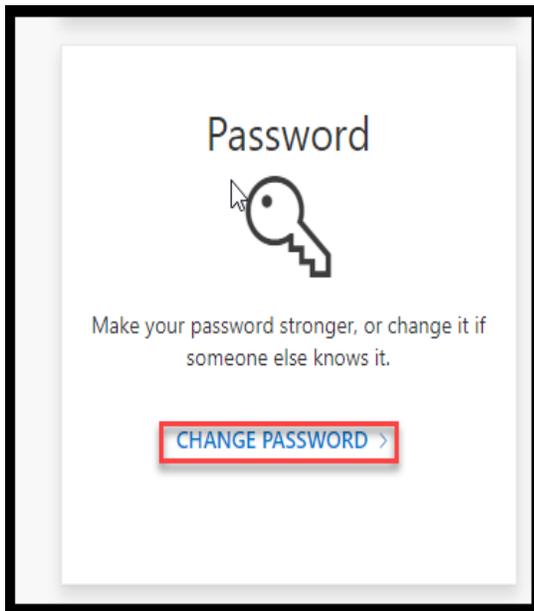
2. Click your initials in the top right corner.



3. Click My account



4. Scroll down to the password box like below. Click change password.



5. Fill in the 3 required boxes and hit Submit.



6. Upon successful completion we recommend rebooting your school laptop so that the computer will have the proper password.