# Change Password – Microsoft 365 / TC Email

This article will walk you through changing your current password. You will need to be able to login to your TC email account to perform these steps.

1. Browse to https://www.texarkanacollege.edu/email, and log in using your TC account.

2. This will open your Outlook web mail. In the top right corner, click the circle with your **Account picture** *or* **Initials** (this will vary), then click **View account**.
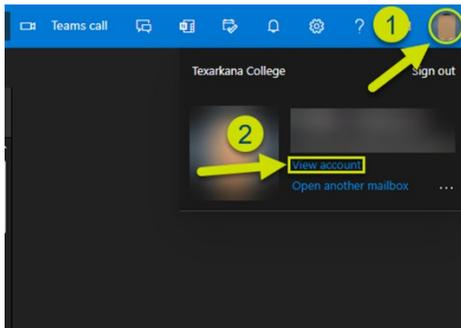
3. Click **Change password** within the Password tile card.
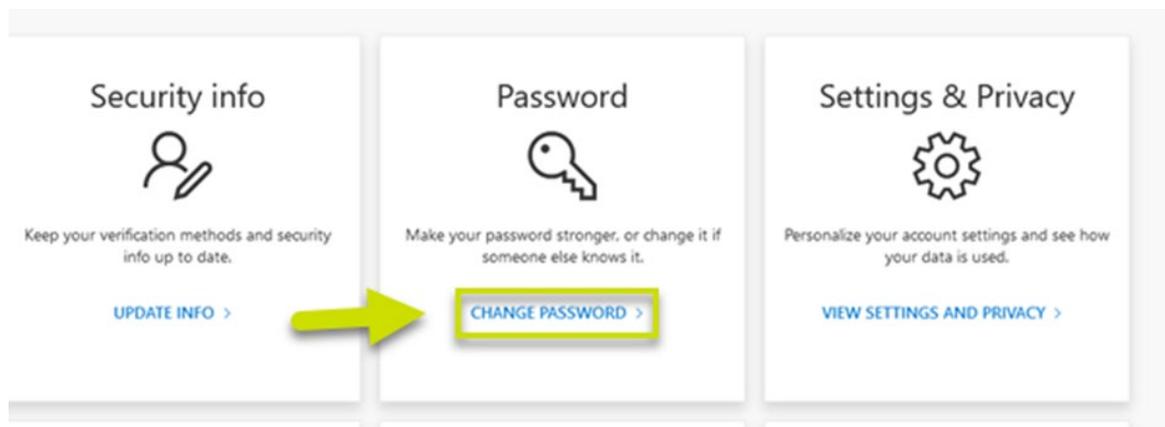
4. Enter your old password, followed by the new password you wish to use.

    a. Refer to the bottom of this article for **Password Requirements**.
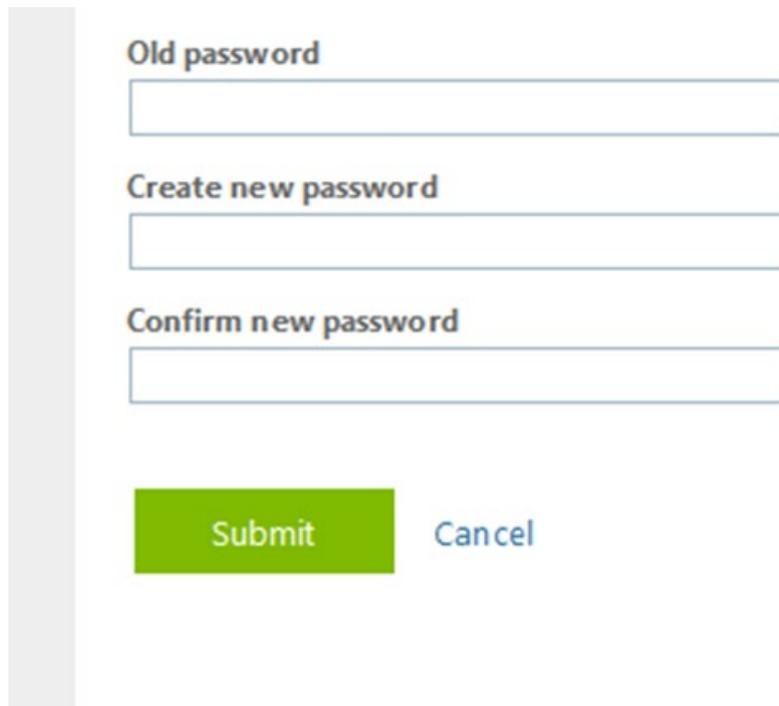
Password Requirements

For Students

- Minimum length of 8 characters
- Must contain 3 of the 4 character types: uppercase letter, lowercase letter, number, or special character
- Do not re-use a password, our system remembers the last 24 passwords
- The password cannot contain any part of your name
- Passwords expire every 91 days