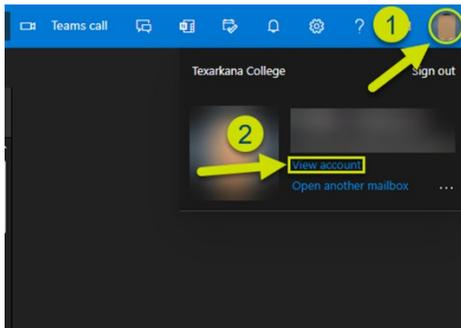


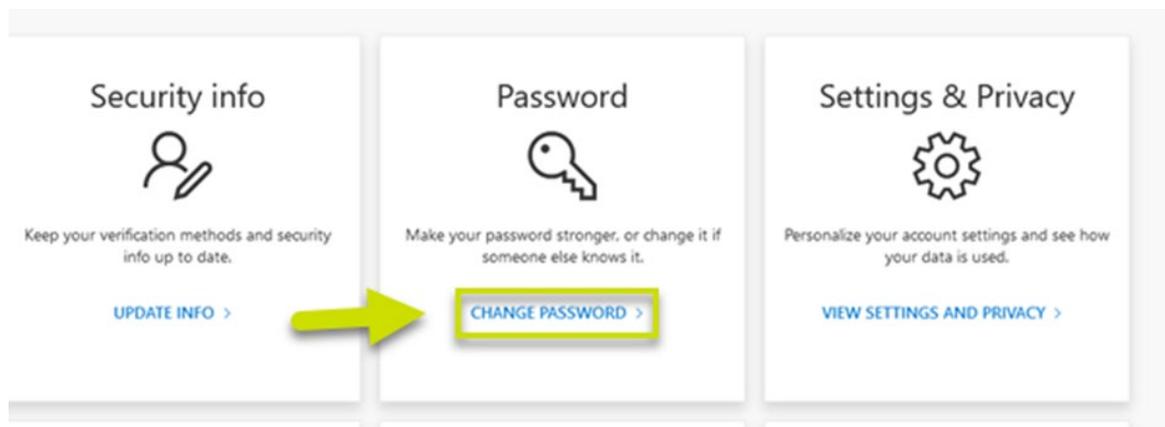
Change Password – Microsoft 365 / TC Email

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.

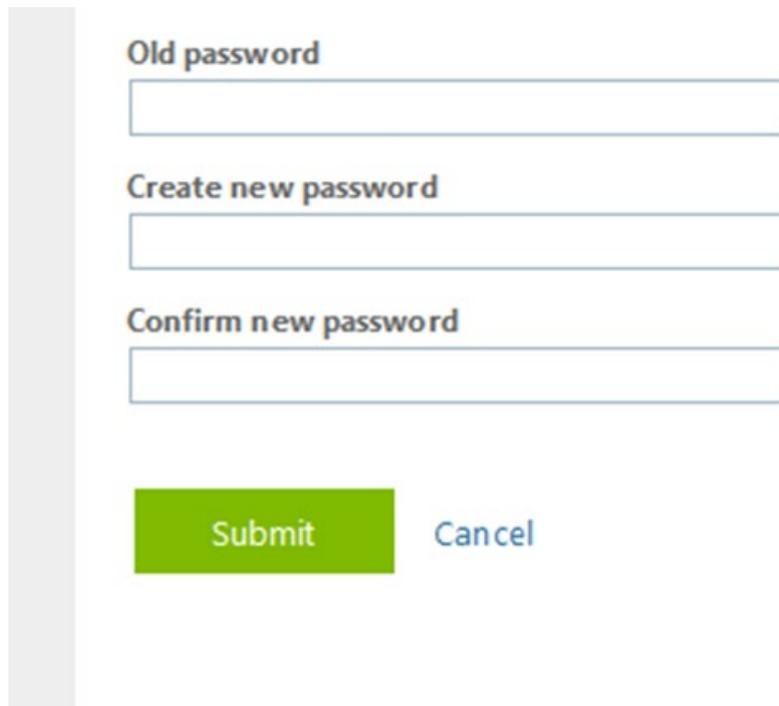
1. Browse to <https://www.texarkanacollege.edu/email>, and log in using your TC account.
2. This will open your Outlook web mail. In the top right corner, click the circle with your **Account picture or Initials** (this will vary), then click **View account**.



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**.



The image shows a password change form. It consists of three text input fields stacked vertically. The first field is labeled "Old password", the second "Create new password", and the third "Confirm new password". Below the input fields are two buttons: a green "Submit" button and a blue "Cancel" button. A vertical grey bar is visible on the left side of the form.

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