How to Change Password in Microsoft Outlook
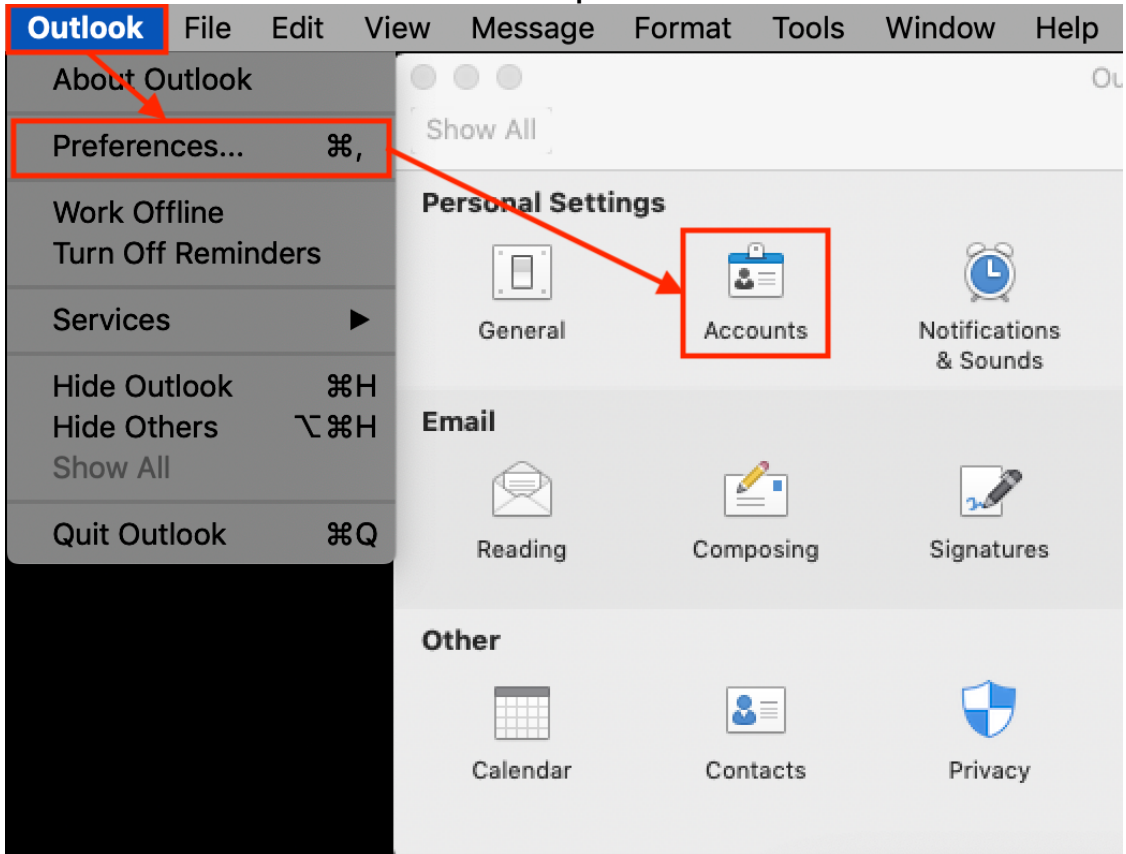
1. Open the Microsoft Outlook application

2. Click the **Outlook** menu

3. **Select Preferences** and Click **Accounts in the preferences window:**

4. **Select your** Exchange account name and enter your new password in the password text box: