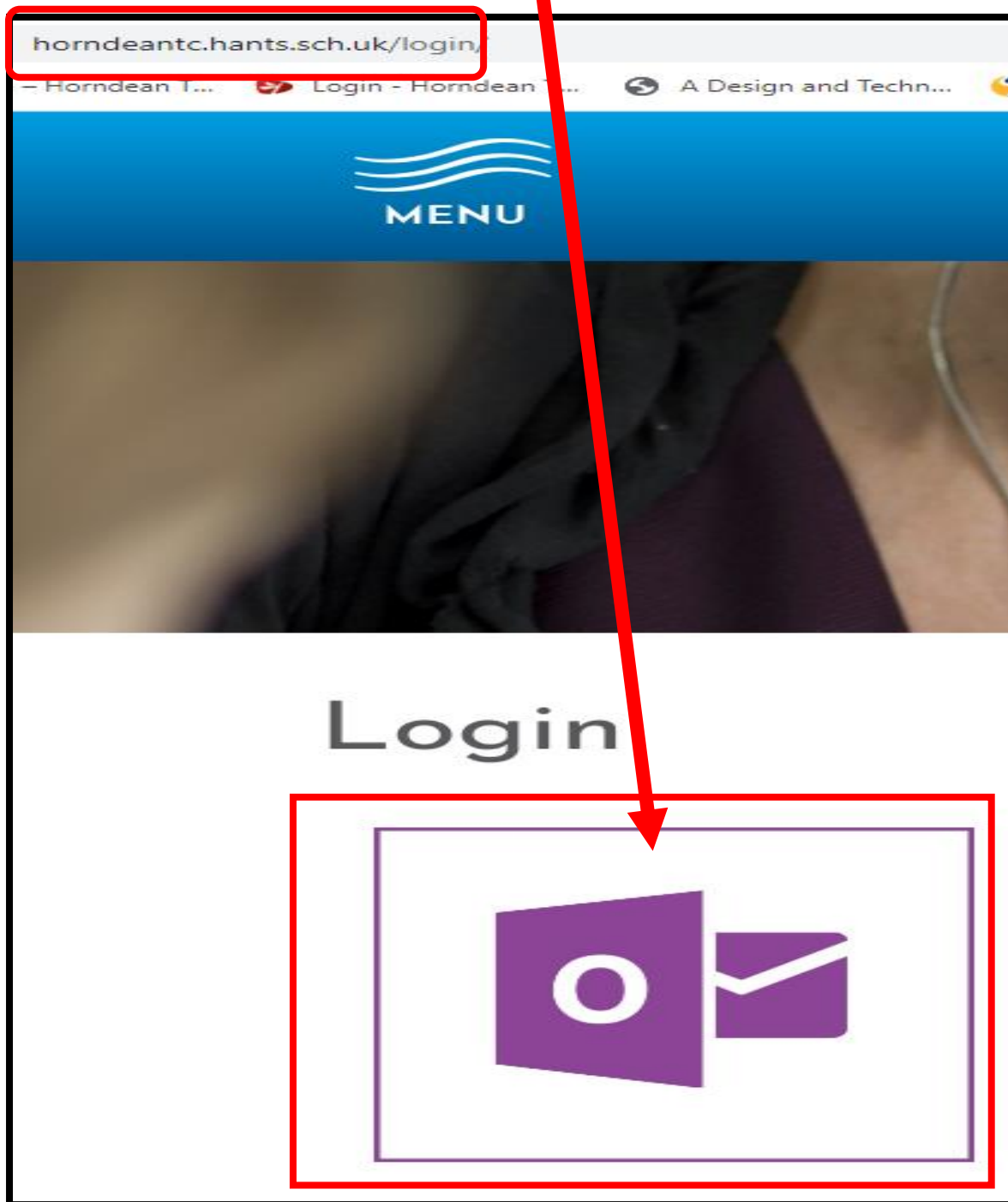
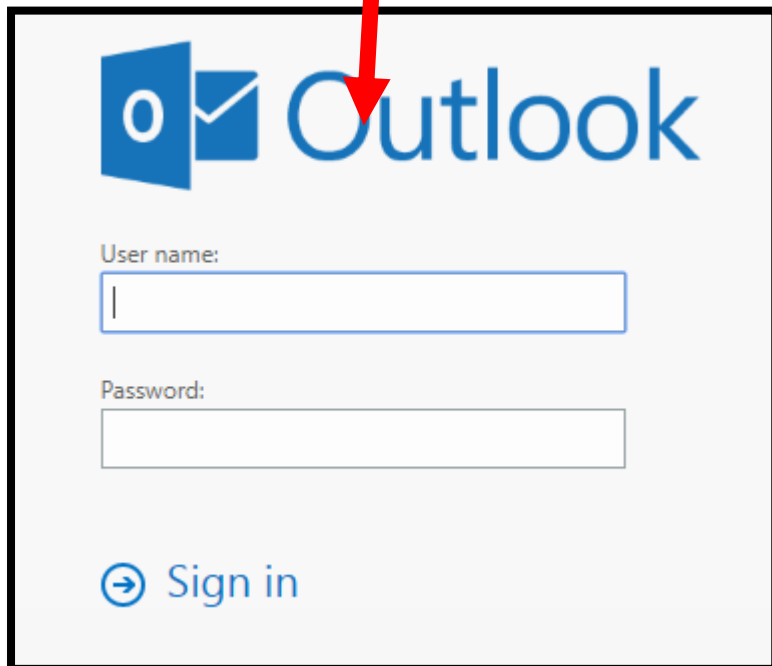


1. To change your email password remotely go onto the college website www.horndeantc.hants.sch.uk

2. Click onto the outlook logo and the



3. This box will appear



The image shows a screenshot of the Outlook login interface. At the top left is the Outlook logo, which consists of a blue square with a white 'O' and a white envelope icon. To the right of the logo is the word 'Outlook' in a blue, sans-serif font. A red arrow points from the top of the page down to the 'O' in the Outlook logo. Below the logo and text are two input fields: one for 'User name:' and one for 'Password:'. At the bottom left of the form is a blue circular icon containing a white right-pointing arrow, followed by the text 'Sign in'.

4. If your password has expired it will ask you to put in a new password at least 8 characters which must be a mixture of numbers, upper and lower case letters and a special character.

Example of an acceptable password HTc@1234

5. You will not be able to change your password remotely unless it has expired.

6. If you need help contact ictsupport@horndeantc.hants.sch.uk