Change Retiree Email Account Password
(This user guide suits all common internet browsers.)

Enquires

- Phone: 3943 8845
- Web: https://cai.itsc.cuhk.edu.hk/servicedesk/guest/

1. Go to the login page:
   https://portal.office.com
2. Type your retiree email address xxxx@e.cuhk.edu.hk Click Next.

3. Enter the password that ITSC sent to you.
4. Click the circle icon at the right top corner. Then, select **My account**.
5. In the blue column on the left, click **Security & privacy**.

6. Click **Password**
7. A window **Change password** pops up. For the field
   a. **Old password**: Enter the current password you used
   b. **Create new password**: Enter the new password that you want
   c. **Confirm new password**: Re-enter the password you input in b

Then, click **submit**.
8. You will then be brought back to the Office 365 homepage.