

# How to Change Your Alumni Office 365 Education Password

As of Oct. 21, 2016, student email passwords and BearPass passwords have been synced. Students no longer have a separate password for Office 365 Email until they stop attending the university, and should use their [BearPassLogin@live.MissouriState.edu](mailto: BearPassLogin@live.MissouriState.edu) and BearPass password when accessing email through <https://portal.office.com>.

## Related articles:

Page: [Microsoft Teams](#)

Page: [How to Log into Office 365 Education](#)

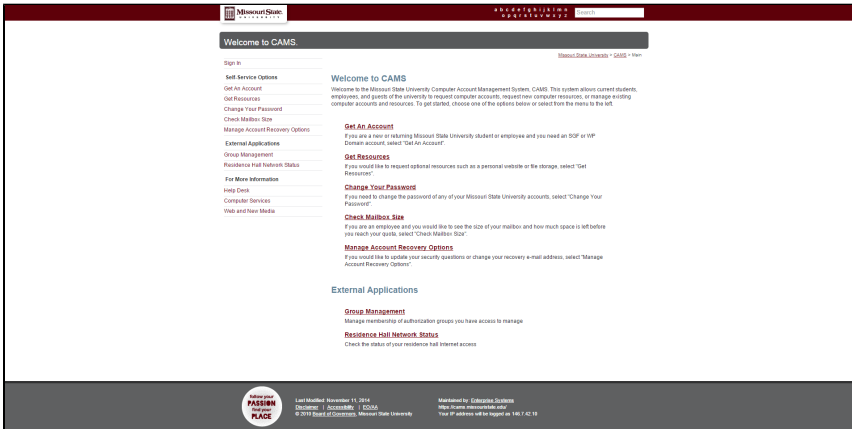
Page: [How to Request an Office 365 Account](#)

Page: [Accounts and Access](#)

Page: [Microsoft Planner](#)

## Step-by-step guide

1. Go to [cams.missouristate.edu](https://cams.missouristate.edu).



2. Select **Change Your Password**.

### Welcome to CAMS

Welcome to the Missouri State University Computer Account Management System, CAMS. This system allows current students, employees, and guests of the university to request computer accounts, request new computer resources, or manage existing computer accounts and resources. To get started, choose one of the options below or select from the menu to the left.

#### **Get An Account**

If you are a new or returning Missouri State University student or employee and you need an SGF or WP Domain account, select "Get An Account".

#### **Get Resources**

If you would like to request optional resources such as a personal website or file storage, select "Get Resources".

#### **Change Your Password**

If you need to change the password of any of your Missouri State University accounts, select "Change Your Password".

#### **Check Mailbox Size**

If you are an employee and you would like to see the size of your mailbox and how much space is left before you reach your quota, select "Check Mailbox Size".

#### **Manage Account Recovery Options**

If you would like to update your security questions or change your recovery e-mail address, select "Manage Account Recovery Options".

3. Under Change Password Options, select **Change my alumni Office 365 Password**

### Change Your Password

**Change Password Options**

**Remember:** Don't share your passwords with anyone, for any reason!

To change your Missouri State University BearPass password, choose one of the following options:

[Use my current password](#)  
[I don't remember my password](#)

To change your password for other Missouri State University computer resources, choose one of the following:

**Change my alumni Office 365 password** abc123@live.missouristate.edu  
Note: Current students should login to Office 365 using their BearPass passwords.

[Change my database password](#) (i.e. Internet Native Banner (INB), ODSPROD, etc...)

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**Don't see the option you need?**  
Bring your BearPass Card to one of the [Computer Services Open-Access Labs](#) to have your password reset.

**Want to manage your recovery options?**  
[Manage account recovery options](#)

4. Enter your BearPass Login, your current BearPass password (the one you use to log into My.MissouriState.edu), and your new Office 365 password and the password confirmation. Then click Submit. Your Office 365 Password is case sensitive, must be at least 8 characters long and no more than 16 characters long, and must contain 3 of the following: one capital letter, one lowercase letter, one number, one symbol. It cannot contain the following: spaces, non-English characters, ampersands (&), or left carats (<), your BearPass Login or your BearPass E-mail.

### Change Your Password

#### Change your Office 365 password

To change the password for your Missouri State University [Office 365](#) Account, fill out the form below.

Remember, your password MUST:

- be a minimum of 8 characters and a maximum of 16 characters
- contain three of the following: lowercase, uppercase, numbers, or special characters
- NOT contain spaces, non-English characters, ampersands (&), or left carats (<)
- NOT contain your BearPass Login or your BearPass E-mail

[Need some ideas?](#)  
[Complete description of complexity requirements](#)

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BearPass Login:  (Example: abc123)

BearPass Password:

New Office 365 Password:

Confirm New Password:

You will be directed back to the Change Password Options page, and a highlighted line of text should appear at the top of the page that reads "Your Office 365 password has been successfully changed." Go to [portal.office.com](http://portal.office.com) to login with your BearPass login ID as your username like abc123@live.missouristate.edu (as a student) or abc123@missouristate.edu (as a staff or faculty).