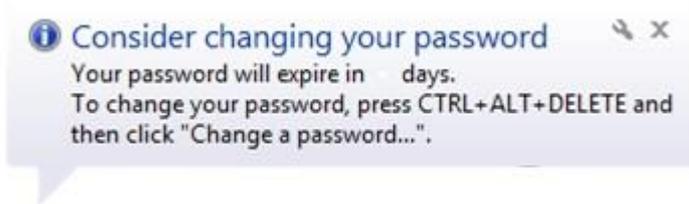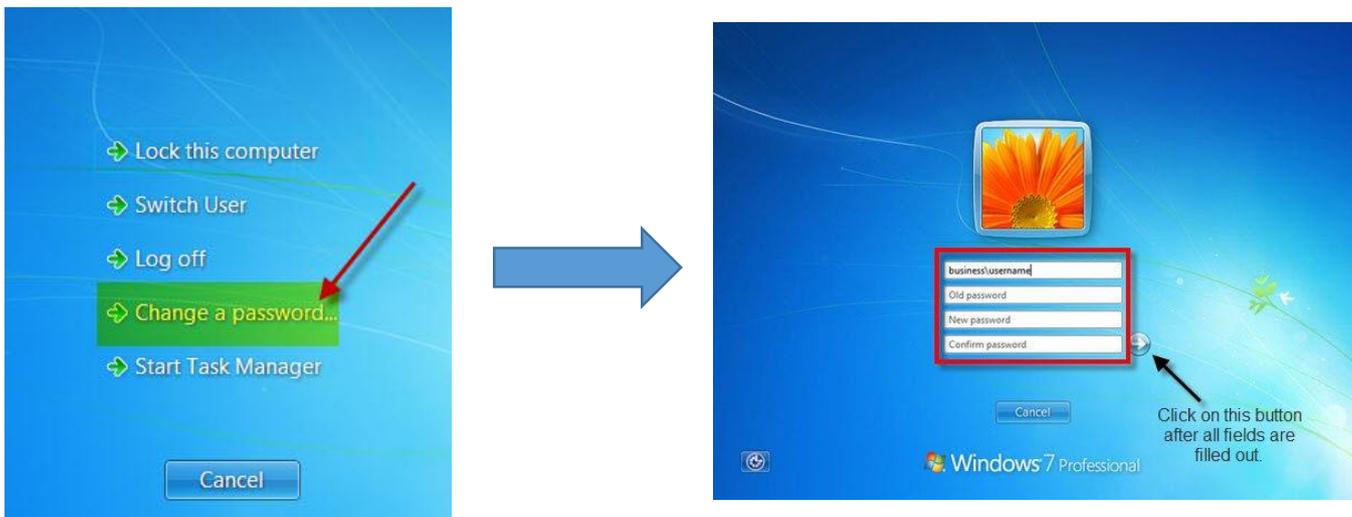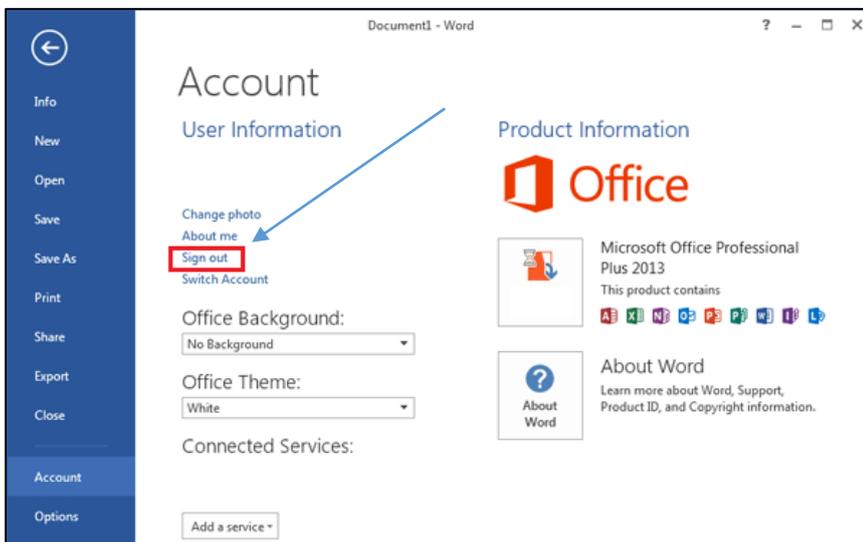# Changing your password in Windows environment

- When your password is about to expire (default setting is 5 days), Windows will prompt you with a pop-up notification just like the following:

- After receiving this prompt, you can press CTRL+ALT+DELETE and select the „**CHANGE PASSWORD**" option.

- After changing the password, you should **check your other devices** (mobile phone, tablet etc.) to follow up the password change. Some devices use cloud synchronization, due to this, the prompt to change your password on said devices may take a few hours. Also you should check your **Microsoft Office account**, due to cloud synchronization the software account can be affected by the password change. signing out, then signing in with the new password should solve the problem.

If you have any issues with the procedures above, feel free to contact your local IT department.