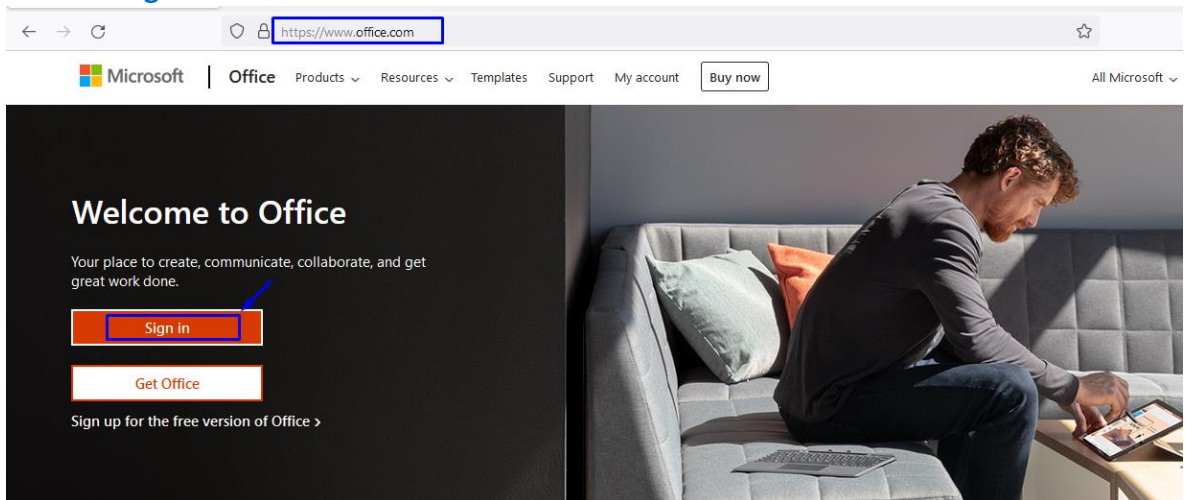
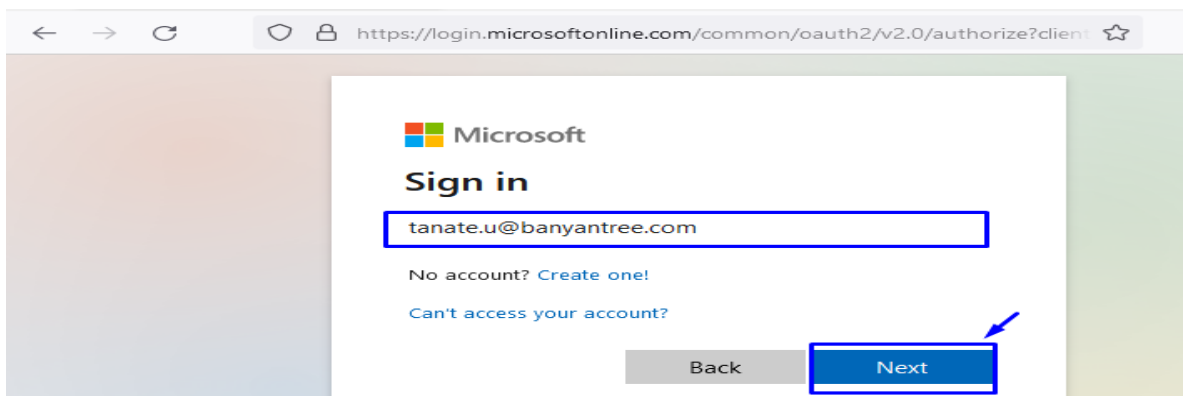


Instruction	How to change an email password
Apply to	Users who using banyan tree email (Office 365) i.e. <ul style="list-style-type: none"> - @lagunaphuket.com, @lagunaresorts.com, @lagunaproperty.com - @angsana.com, @banyantree.com, @cassia.com - @hommhotels.com
Witten by	Tanate Upathamhatasarn (tanate.u@lagunaphuket.com)
Last updated	17 May 2022

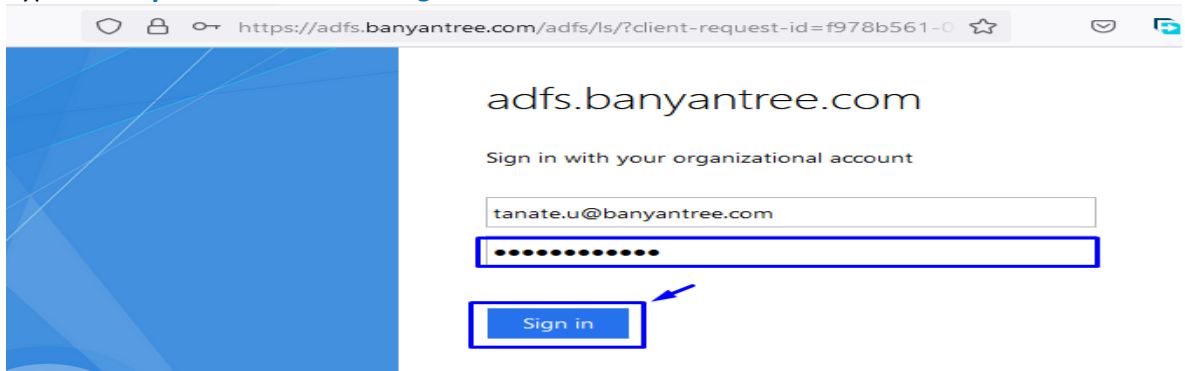
1. Open web browser (i.e. Edge, Chrome or Firefox) to access <https://www.office.com/> and click **Sign in** button



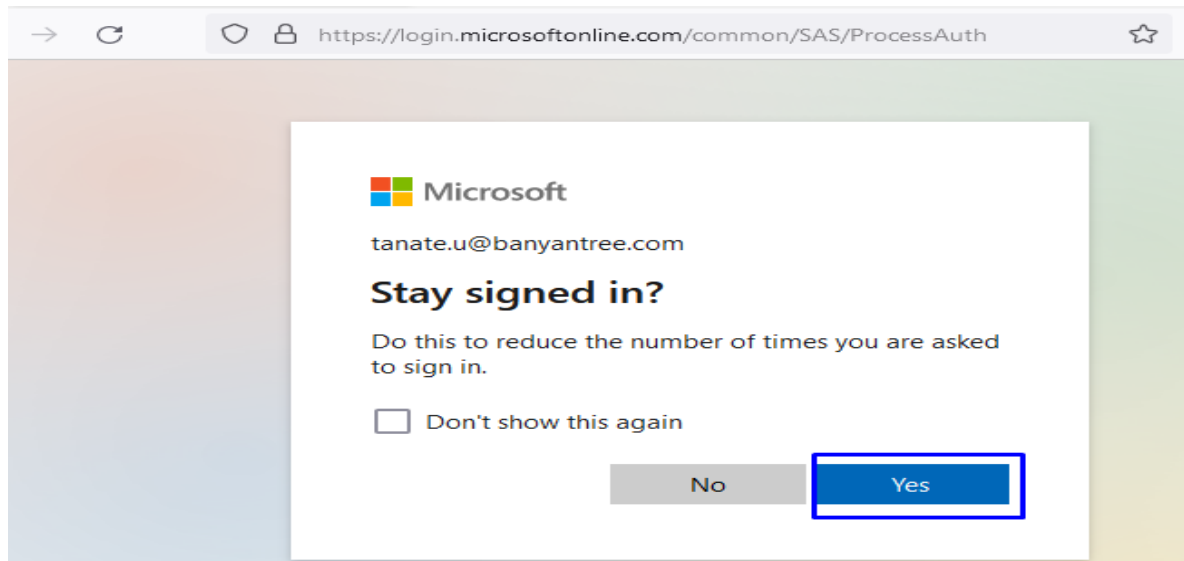
2. Type **email username** (i.e. xxx@banyantree.com) and click **Next** button



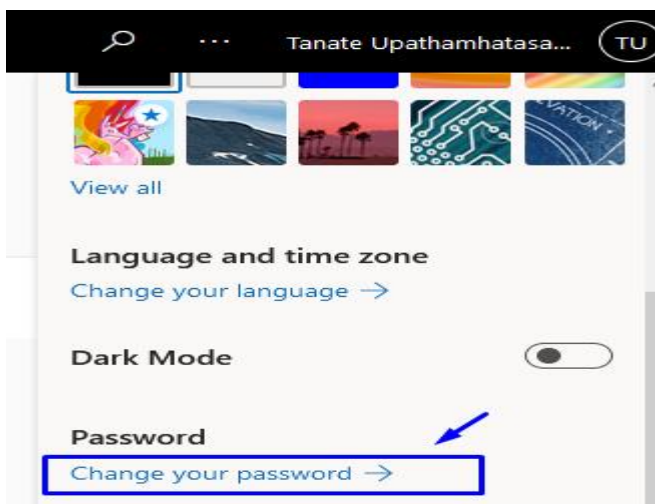
Type **email password** and click **Sign in** button



3. If system show below Stay signed in pop up, you can click **Yes**
If don't show, you can skip and go to step 4



4. Click ... and **Settings** button and **Change your password**

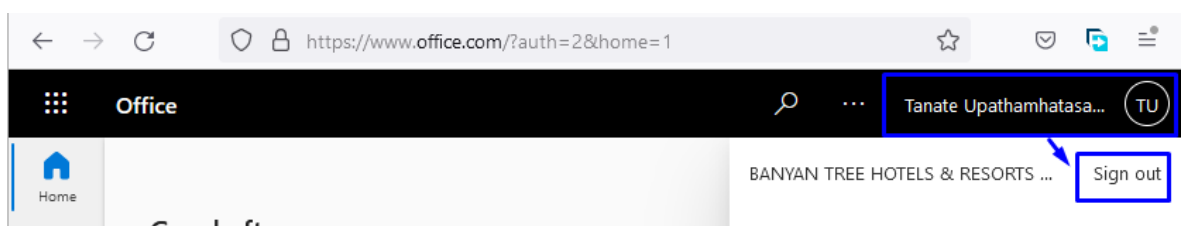


- Type **old and create new & confirm password** and click **Submit** button

Remark: create new password meet password policy requirement

- The minimum password length is 12 (Require Uppercase , Lowercase , digits , special characters i.e. ~!@#\$\$%^&* _-+=)
- Password age 90 days

- Once you create new password completed, the system will show main page and you can click Sign out and close web browser program



Appendix 1 – Tip (ONLY computer at Hotel Network for A3, Banyantree Phuket, Cassia Phuket)

- User can change password by Click [Ctrl, Alt, Delete]
- select 'Change a password" and then proceed to update your password

Remark:

- This method only computer at Hotel network only (cannot using when work from home or out of the office)
- Hotels user, using **same Log in window & email** username & password

END