Step 1: Change Password

Please change your password to a more secure one following the guidelines to the right of the screen.

Type your new password

Confirm your new password

In case passwords do not match or do not meet the guidelines, the relevant error message will appear here.

Guidelines for acceptable passwords

- New password and confirmed password do not match.
- New password does not meet the password policy.
- Your new password must follow the below policy:
  - Minimum length: 8
  - Maximum length: 16
  - Minimum alphabetic characters: 1
  - Minimum numeric characters: 1
  - Minimum special characters: 1
Step 2: Security Questions and answers
These will be needed for future online password resets

Type desired questions
Sample questions:
- My Pet’s name
- My preferred music group
- City of birth
- Mother’s maiden name
- …………..

Type desired answers
Sample answers:
- Rex
- Scorpions
- Beirut
- Farah
- …………..

The next button is enabled when all fields are filled
Step 3: Agree to the terms and Conditions

You must agree to the new email system terms and conditions. Otherwise you will not have an LAU e-mail account.

Choose to Agree & Submit
After agreeing to the terms and conditions

Your new e-mail is successfully created and will be activated within max 5 min

Go to: https://www.outlook.com/ using the username: yourusername@lau.edu in order to access your e-mail
In case you disagree you have a chance to review your selection.
After disagreeing for the second time