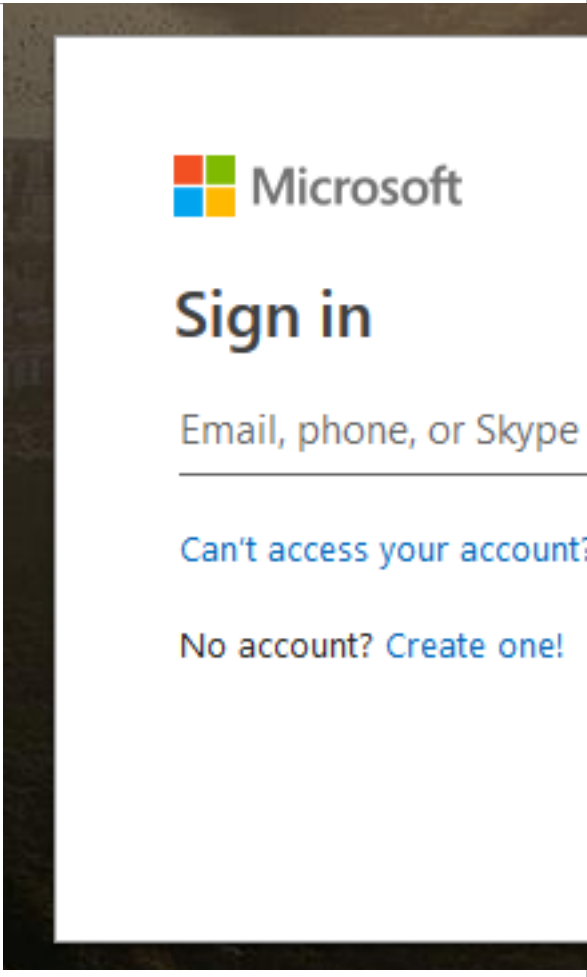


O365 Password Reset

O365 Password Reset


Step #	Task	Screenshot
1	Log in to Office 365 Web App portal at https://login.microsoftonline.com with your full email address and email account password.	 A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo (four colored squares: red, green, blue, yellow) followed by the word "Microsoft". Below that is the text "Sign in" in a large, bold, black font. Underneath "Sign in" is a text input field with the placeholder text "Email, phone, or Skype" and a horizontal line below it. Below the input field are two links in blue text: "Can't access your account?" and "No account? Create one!".
2	Once logged in, go to the settings menu by clicking on the sprocket in the top right of the web application and select the "Change your Password" option.	



Settings

Search all settings

Theme

 Default theme


Start page

Set your start page

Notifications

On

Password

Change your password. 

Language and time zone

English (United States)

Your app settings

Office 365

Mail

Calendar

People

3	<p>Enter your current old password, type a new password, and then type it again to confirm it.</p> <p>Strong password is required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letter, numbers, and symbols.</p>
4	<p>Click the Submit button to have the system take the new password.</p>

change password

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID

username@yourdomain.com

Old password

Create new password

Password strength

Confirm new password

submit

cancel

Online URL: <https://kb.naturalnetworks.com/article.php?id=424>