O365 Password Reset

Step #	Task	Screenshot
1	Log in to Office 365 Web App portal at <u>https://login.microsoftonline.com</u> with your full email address and email account password.	Microsoft Sign in Email, phone, or Skype Can't access your account 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.	

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	Default theme	2	
	Start page Set your start page		
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	Your app settings	3	
	Mail Calendar		
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3	Enter your current old password, type a new password, and then type it again to confirm it.	change password
	Strong password is required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters,	Strong password required. Enter 8-10 include common words or names. C letters, lowercase letters, numbers, a
	lowercase letter, numbers, and symbols.	User ID
		username@yourdomain.com
		Old password
		Create new password
		Password strength
		Confirm new password
		submit cancel
4	Click the Submit button to have the system take the new password.	

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