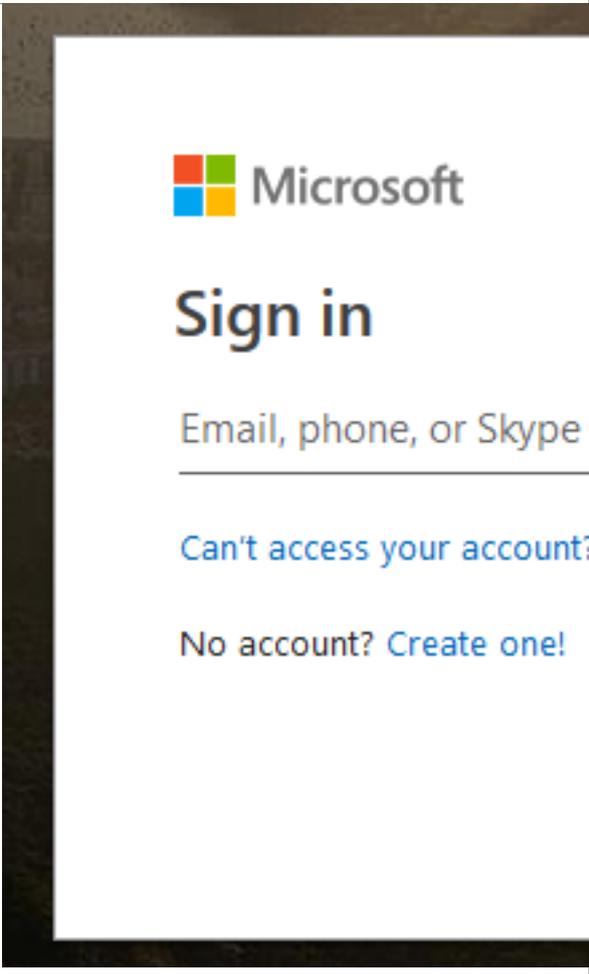


# O365 Password Reset

## O365 Password Reset

Step #	Task	Screenshot
1	Log in to Office 365 Web App portal at <a href="https://login.microsoftonline.com">https://login.microsoftonline.com</a> 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". Below the input field are two links: "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 <b>Submit</b> 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>