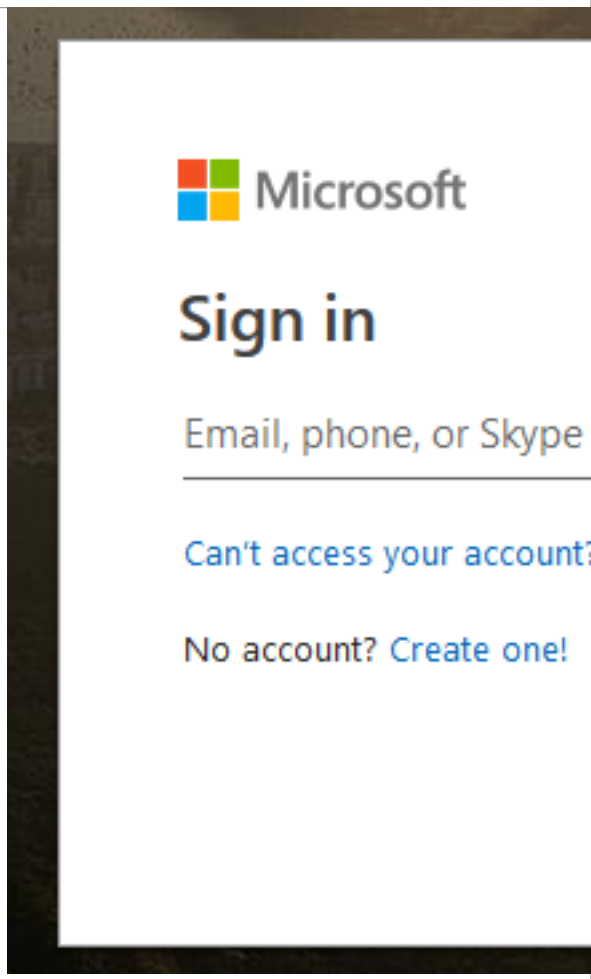
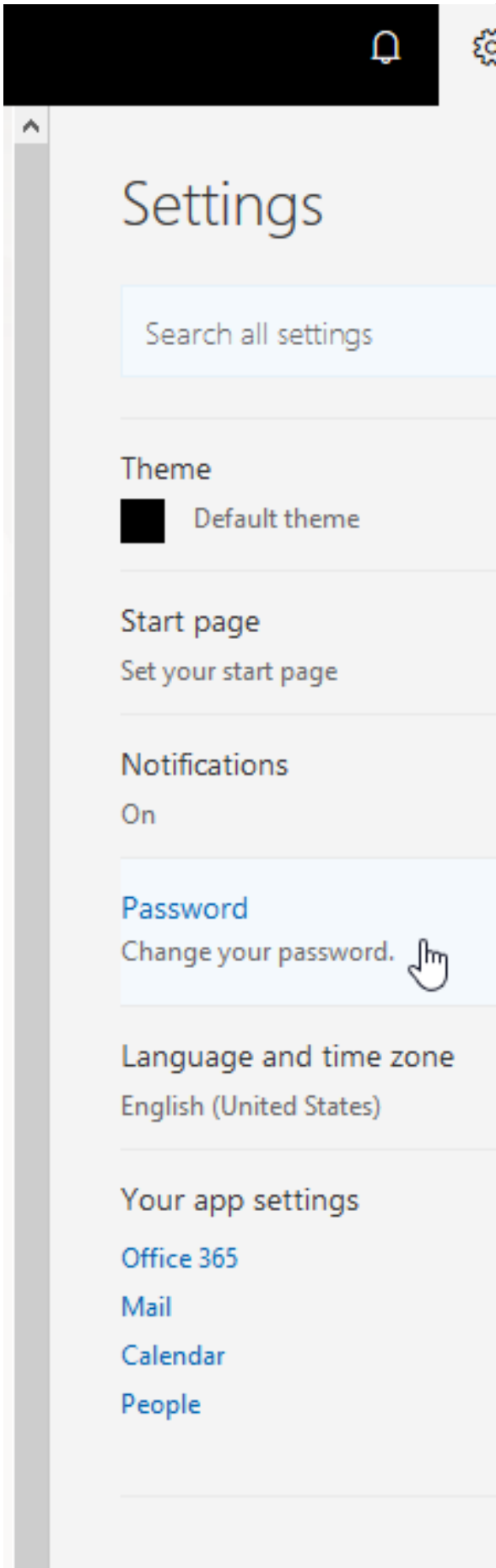
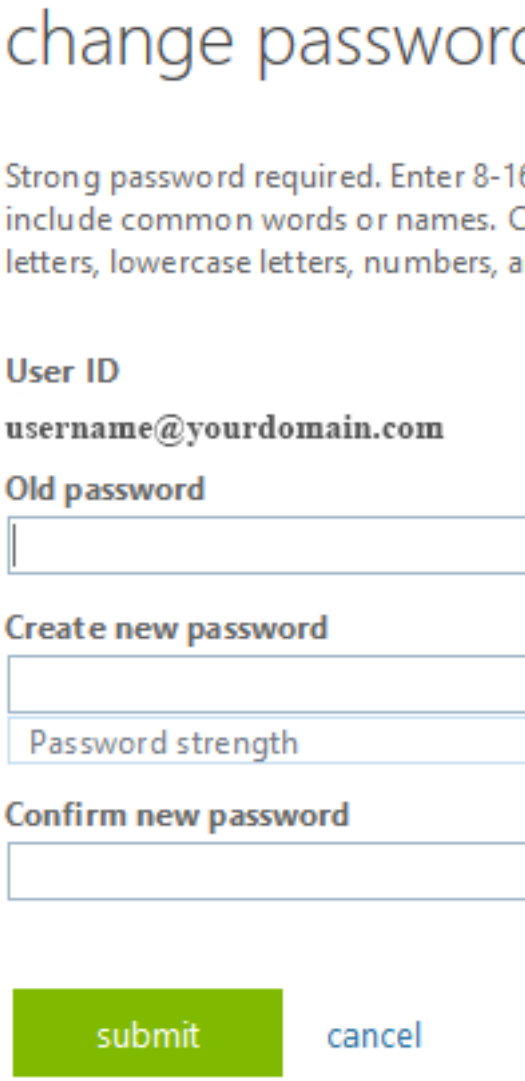
O365 Password Reset

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

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