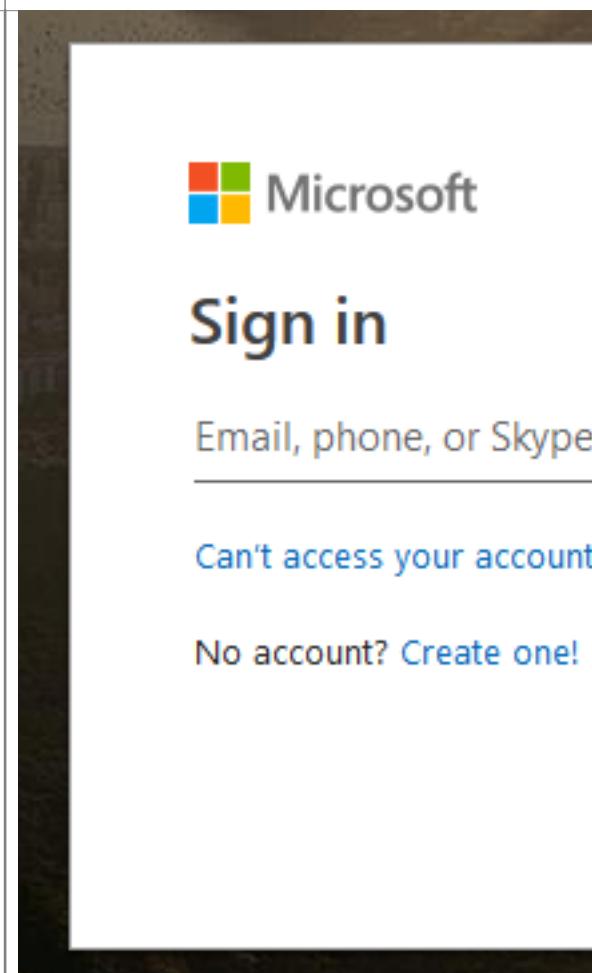


O365 Password Reset

O365 Password Reset

Step #	Task	Screenshot
1	<p>Log in to Office 365 Web App portal at https://login.microsoftonline.com with your full email address and email account password.</p>	
2	<p>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.</p>	



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](#)

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