# O365 Password Reset

## O365 Password Reset

| Step # | Task | Screenshot |
|---|---|---|
| 1 | Log in to Office 365 Web App portal at <br><br> 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. | |
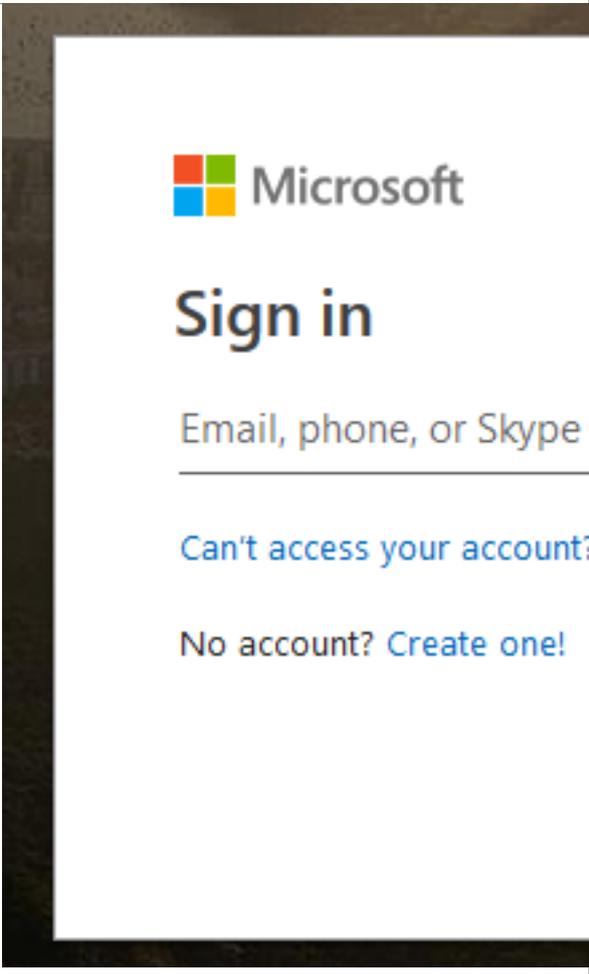
# Settings

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.<br><br>Strong password is required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letter, numbers, and symbols. | change passwor<br><br>Strong password required. Enter 8-16<br>include common words or names. C<br>letters, lowercase letters, numbers, a<br><br>**User ID**<br>**username@yourdomain.com**<br>**Old password**<br><br>**Create new password**<br><br>Password strength<br>**Confirm new password**<br><br>submit    cancel |
| 4 | Click the **Submit** button to have the system take the new password. | |

Online URL: