

HOW TO RESET YOUR PASSWORD IN OFFICE 365

To reset your password in Office.com please perform the following

RESET PASSWORD

1. Go to [Office.com](https://office.com)
2. Enter your email and press Next
3. Select Forgot my password



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Next

 Sign-in options



← kweller@montrose.org.au

Enter password

Password

[Forgot my password](#)

Sign in

4. You will then be asked to identify who you are – use your Montrose email and enter the appropriate characters

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username:

Kweller@montrose.org.au

Example: user@contoso.onmicrosoft.com or user@contoso.com



03KKD

Enter the characters in the picture or the words in the audio.

Next

Cancel

5. You can then select 'I forgot my password?'

Get back into your account

Why are you having trouble signing in?

I forgot my password

No worries, we'll help you to reset your password using the security info you registered with us.

I know my password, but still can't sign in

This might happen because you tried signing in with an incorrect password too many times.

If you choose this option, you'll keep your existing password and we'll unlock your account so you can sign in again.

Next

Cancel

6. When you enter a password please consider using a password 'phrase'. This will ensure higher password protection. For example, 'Thedoghad8puppies!'.
 - a. Remember to include capitals, numbers and symbols.
 - b. The phrase must be at least 10 characters long.You will then need to select the verification method either your phone or email
7. A code will be forwarded which you will need to enter with a confirmation email sent once successful

Get back into your account

verification step 1 choose a new password

Please choose the contact method we should use for verification:

- Email my alternate email
- Text my mobile phone
- Call my mobile phone

In order to protect your account, please enter your complete mobile phone number (*****63) below. You will receive a text message with a verification code used to reset your password.

Enter your phone number

Text