

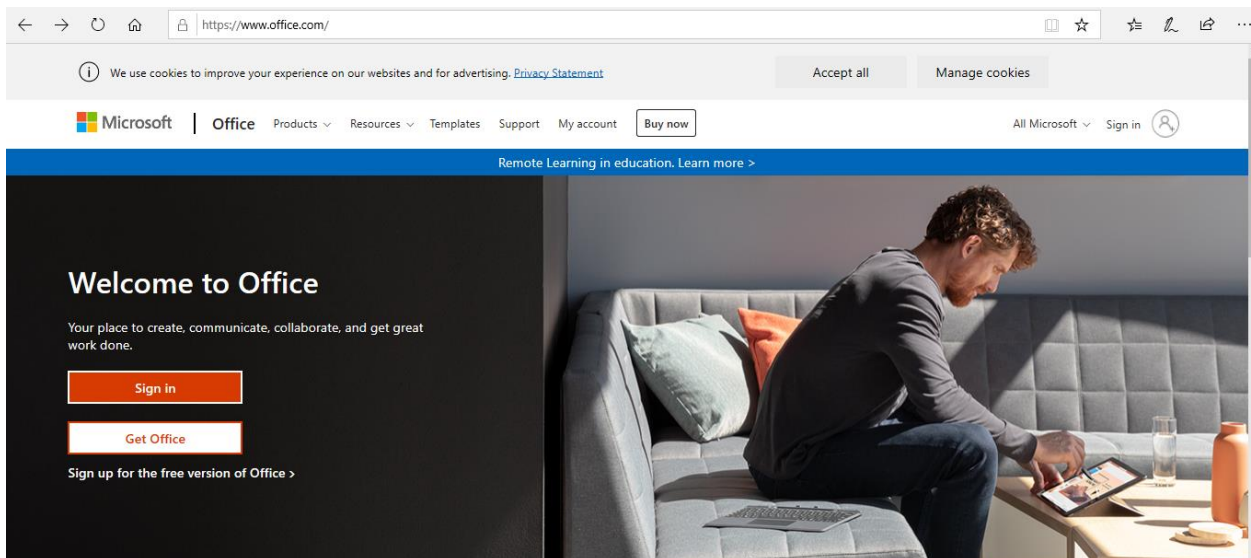


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How to Reset your Password from Home

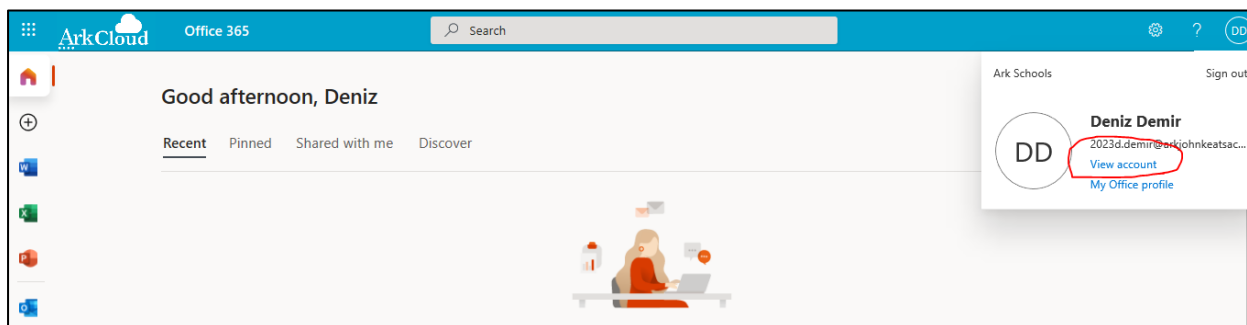
Step 1:

Go to www.office.com and sign in your school account with your current password.



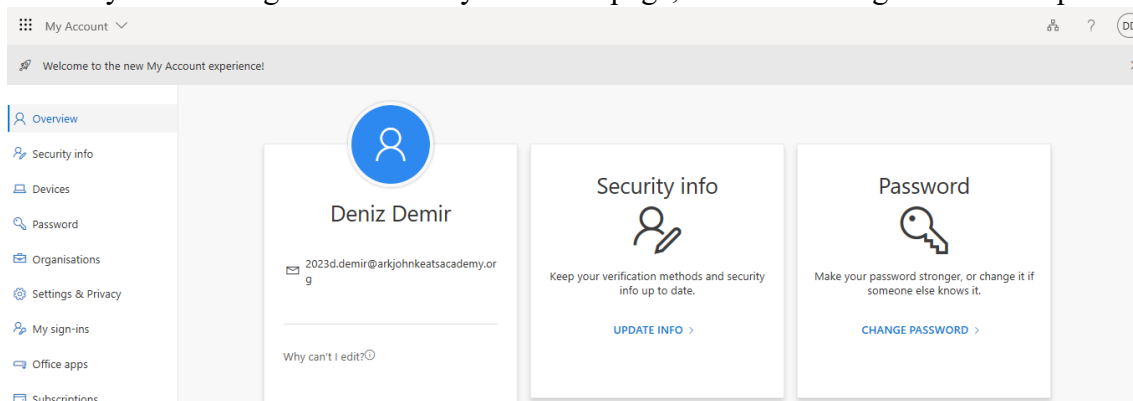
Step 2:

Once you have signed into office, click your profile icon on the top left of the page and go to 'View Account'.



Step 3:

When you are navigated to the 'My Account' page, click the Change Password option.





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Step 4:

Enter the password you logged in with under old password and enter your new password in the remaining fields. To make your password more secure, include some numbers, uppercase and lowercase letters and special characters. Click submit once completed.

The screenshot shows a web browser window with the URL <https://account.activedirectory.windowsazure.com/ChangePassword.aspx>. The page title is "change password". It displays the user's ID as "2023d.demir@arkjohnkeatsacademy.org". Below this, there are three input fields: "Old password", "Create new password", and "Confirm new password". At the bottom of the form, there are two buttons: a green "submit" button and a blue "cancel" link.

Step 5:

After you have submitted the password reset, sign out of your account and sign back in with your new password so the change can sync.

The screenshot shows a web browser window with the URL <https://account.activedirectory.windowsazure.com/r/#/profile>. The page title is "Profile". It displays the user's name as "Deniz Demir" and their email as "2023d.demir@arkjohnkeatsacademy.org". There is also a field for "Alternative email address:". On the right side, there is a "Manage account" section with links for "Change password", "Set up self-service password reset", "Review terms of use", and "Sign out everywhere".