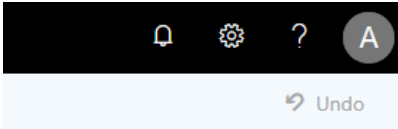


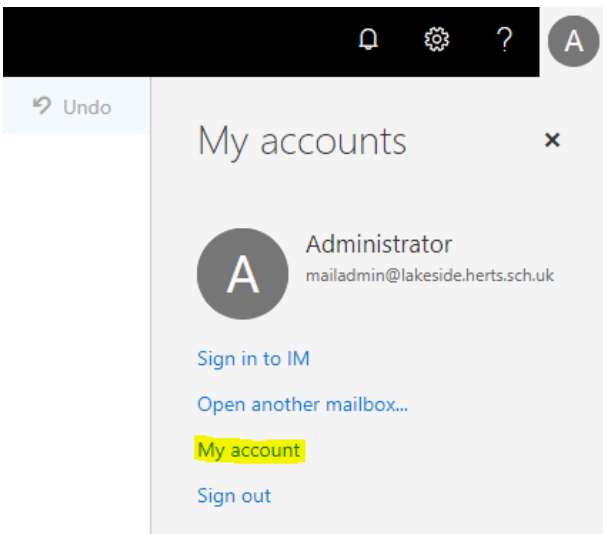
Office 365 - Reset Your Password

This is knowledge base article will show you how to reset your Office 365 password.

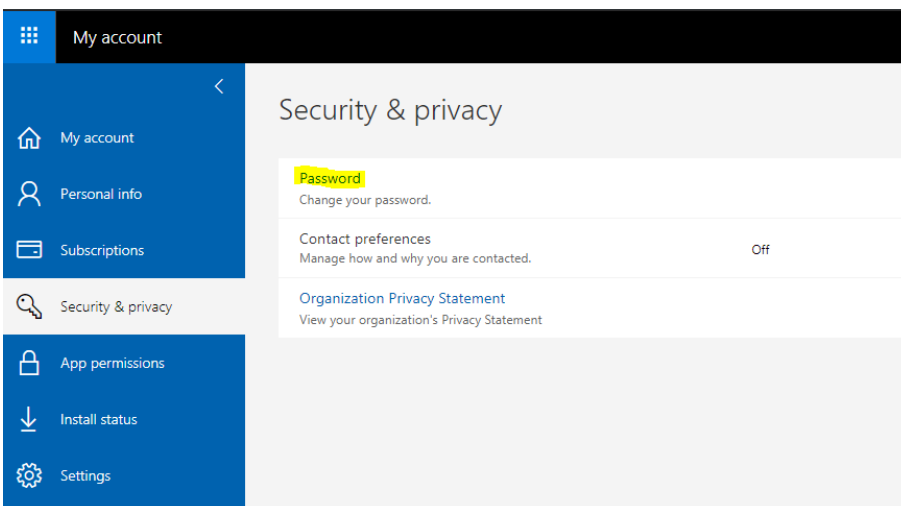
When logged into Office 365 click on the avatar icon (circle icon with initials) in the top right corner of the screen.



Then click on "My account" as highlighted below.



Next click on "Security & privacy", then click "Password" on the right side.



The below screen will load allowing you to change your password. You will need to put in your own password and then put in a new one. We would recommend making sure this password is as complex as possible.

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

mailadmin@lakeside.herts.sch.uk

Old password**Create new password**

Password strength

Confirm new password

Once the form is filled out click the green "Submit" button. The password will now be changed.