How to Reset your Microsoft 365 Password

Requirements

This document will walk you through resetting your Microsoft 365 password. Before you proceed, make sure you have your Microsoft 365 Credentials (Username and Password)

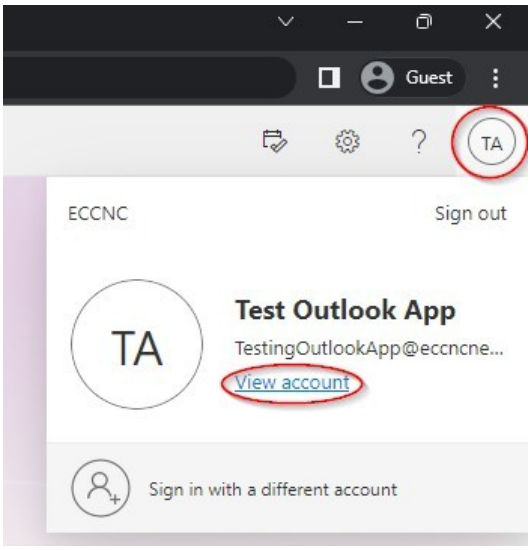
If you run into problems, please reach out to ViaTek by sending an email to support@viatek.net or call 303-664-1182.

Sign into your Microsoft Account

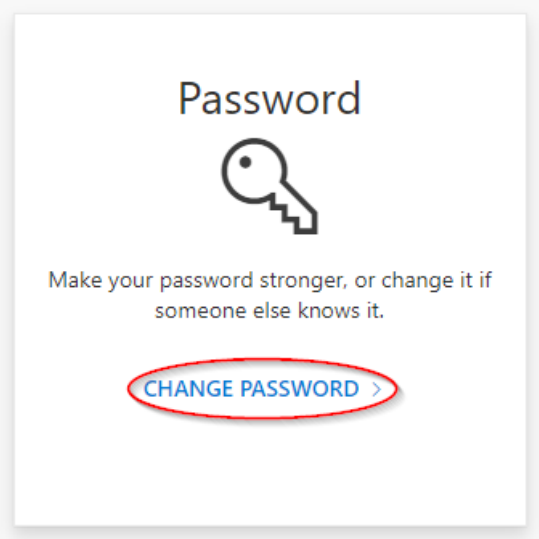
- Go to www.office.com
- Log in using your Microsoft 365 credentials

Access "My Account" and Change Password

- Click the circle in the top right corner of the page (This often will be your initials or a picture associated with you).
- After clicking the circle, you will see a drop-down menu. In that menu, select " **View account**."



- On the next page, you will see different squares labeled Security info, Settings & Privacy, etc .
- Locate the square that says"**Password**."



- Within that square, select "**Change Password**."

On the next page, enter your **old password** followed by what you would like your **new password** to be.

When creating a new password, make sure it includes at least the following:

- 10 characters long
- 1 capital letter
- 1 lower case letter
- 1 number
- 1 special character

If your password is not complex enough, you will not be allowed to reset your password. Once completed, click "**Submit."**

For guidance on what constitutes a strong password, please refer to this resource:
Documents - What Constitutes a Strong Password?

If you need any help or advice regarding passwords or security, please contact us by emailing support@viatek.net or calling 303.664.1182.