

## Tips/How-To: Microsoft 365 Account Password Reset

There are multiple ways to reset your Microsoft account password. Below are the most recommended options.

- A. While connected to the network, press the Ctrl, Alt and Delete buttons on your keyboard at the same time. The Delete button may show as Del on some keyboards.



A.1.

A.2. Select "Change a password" from the option list that appears.

A.3. Enter the information on the change password screen.

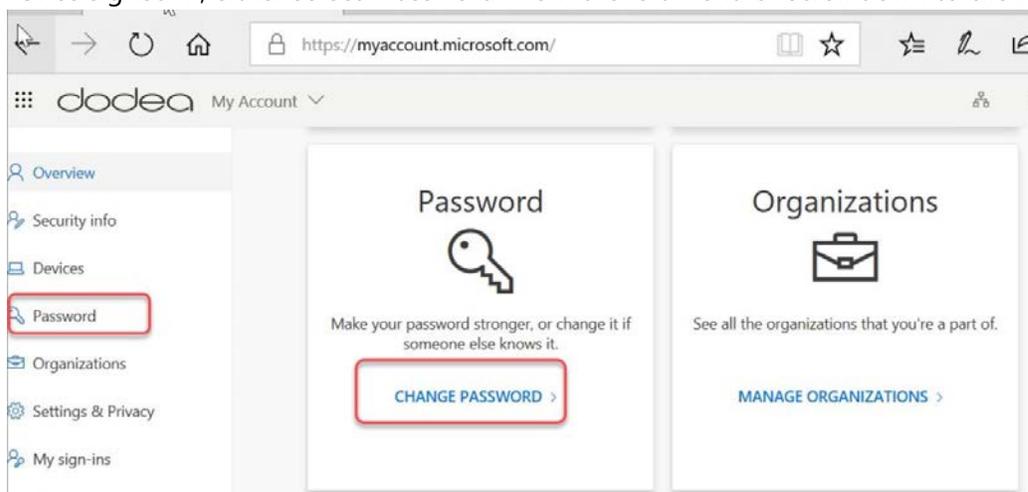
- B. If you have completed your [Microsoft 365 account setup](#), use the Microsoft My Account site.

B.1. In a browser, go to <https://myaccount.microsoft.com/>

- o You may need to sign into your Microsoft 365 account if you are not currently signed in.

- o Select "Forgot Password" if you do not remember your password.

B.2. Once signed in, either select "Password" from the left menu or scroll down to click the Password tile.



B.3. Enter the information on the change password screen

### On the Change Password screen:

- o Enter your current password into the "Old password" field.
- o In the new password fields, enter the new desired password.
  - Per DoD policy, the new password must have at least 15 characters including 1 Uppercase letter, 1 Lowercase letter, 1 Number and 1 Special Character
  - The new password cannot be one that you have used recently.
- o Save or submit the information once the fields are filled in.
- o It may take up to 30 minutes for the change to take effect.

### change password

User ID  
[redacted]@dodea.edu

Old password

Create new password

Confirm new password