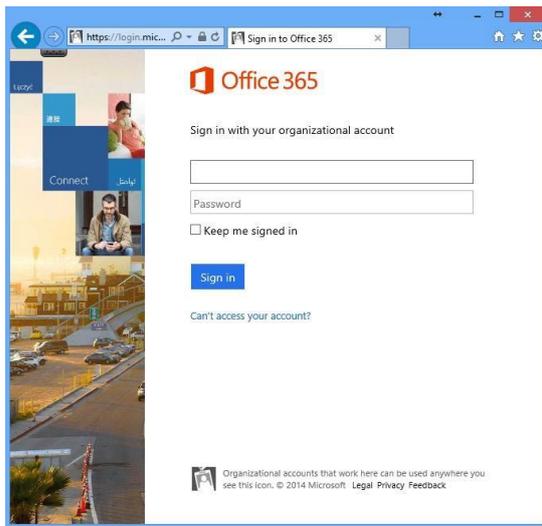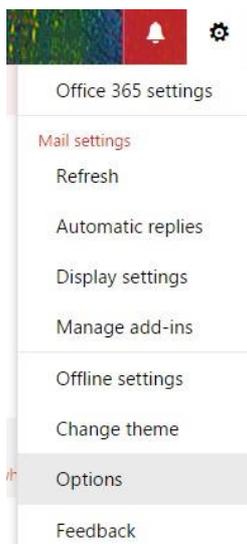# How to reset your password to Office365

How to login to Office 365 portal

1. Open an Internet Explorer browser

2. Go to https://portal.microsoftonline.com

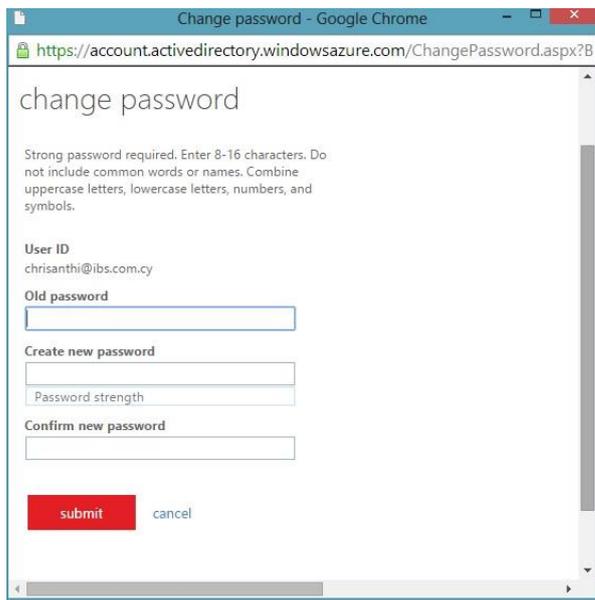3. Enter your Office 365 username (email address) and password

4. At the top of page of Outlook Web app page, click on the gear ⚙

5. Click "options"

6. Go to **General** -> **My account** -> **Change your password**

7. Enter your old password

8. Enter new password and click "**Submit**" then log out.

   Note: Use a rule combining uppercase and lowercase letters, numbers and symbols e.g. **Str@ng3210** (minimum 8 and 16 maximum characters) to create a new password.

For more information please contact us at support@ibs.com.cy