

USER GUIDE

How to change a
password in

 Office 365

password



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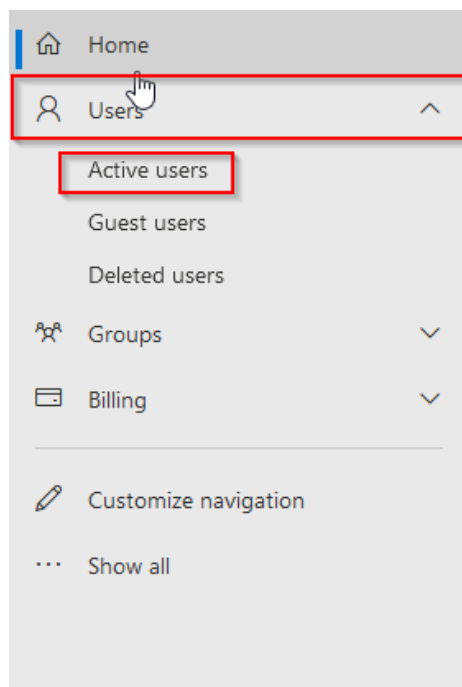
Step 1.

Go to Microsoft Online and login with administrative credentials

<https://login.microsoftonline.com>

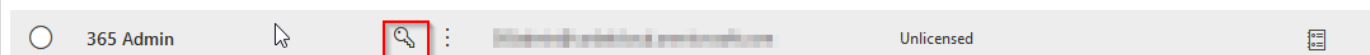
Step 2.

Once you have logged in, expand "Users" and click into the "Active users"



Step 3.

Select the user which you wish to change the password for and click the key icon



Step 4.

From here you can choose whether to create your own password or let Microsoft generate one for you. We would recommend creating a password of your own, as the default ones that are generated by Microsoft tend not be very secure

Password settings

- Auto-generate password
- Let me create the password

- Require this user to change their password when they first sign in

Step 5.

Once you have chosen the user's password, click the "Reset password" button at the bottom.

This completes the password reset.

Reset password

Password settings

- Auto-generate password
- Let me create the password

Password *

 Strong

- Require this user to change their password when they first sign in

Reset password