Microsoft 365

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- Help on Resetting your Microsoft 365 Account Password for Work or School
- Overview of Contoso Corporation

Help on Resetting your Microsoft 365 Account Password for Work or School

Microsoft 365 provides the following options to make it easy for you to change or reset your password on your work or school account.

Setup your account for self-service password reset

The first time you log into **Microsoft 365**, you will be prompted to set up your account security. Once this is complete, you will be able to reset your password with a two-step verification process.

- Log in to Microsoft 365 using this login link, we recommend bookmarking this link in your web browser of choice so you can easily access it in the future
- Once you log in using your account credentials, select **Next** at the More information required prompt
- You will be prompted to enter an alternative e-mail address for account recovery purposes, please enter an e-mail address which you have access to, and can send and receive emails from at any given time
- Select the **Set it up now** link next to Security Questions, answer 5 security questions of your choice and click the **Save answers** button
- Once your security questions have been validated, press the **Finish** button to confirm your adjustments

Changing your account password through Microsoft 365

- Log in to Microsoft 365 using this login link
- Select your profile picture in the upper-right corner and select **View account**
- Select the **My account** menu from the sidebar on the left side, then select **Change password**
- Enter your new password in the following form and confirm new password fields
- Once changed successfully, the new password will become effective immediately and you may start using it

Helpful resources

- Microsoft 365 Login - microsoft.com
- Microsoft Online Password Reset Portal - aka.ms

About this article

- Written by Gary Phatt, a TheOpenRoad Support employee.
- Still need help? Please write to us in the comment section below or contact TheOpenRoad support.

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Overview of Contoso Corporation

Contoso Corporation, or **The Contoso Corporation** as described by Microsoft; is a fictional multi-use placeholder name used in its technical documentation, demonstrations, training materials, and software examples. **It is not a real operating corporation.**

Introduction to Contoso Corporation

Microsoft uses Contoso as an example of a large global enterprise to demonstrate how businesses can use its products and technologies.

In Microsoft's example scenarios, Contoso is described as:

- **Industry:** Manufacturing, sales, and support
- **Headquarters:** Paris, France
- **Business size:** A large multinational organization
- **Products:** More than 100,000 products in its fictional business model
- **Employees:** A large international workforce

Where can you see Contoso Corporation in Microsoft products?

- Microsoft Azure
- Microsoft 365
- Dynamics 365
- Power Platform

Other fictional companies used by Microsoft

- Fabrikam, another fictional business
- Northwind Traders, a fictional trading company
- Adventure Works, a fictional manufacturing and retail business
- Woodgrove Bank, a fictional banking organization

Training summary

If you encounter Contoso Corporation in a Microsoft tutorial, Azure lab, Microsoft 365 configuration, or Power BI exercise, think of it as a pretend company used to simulate a real-world enterprise environment.

Helpful resources

- Overview of Contoso Corporation - Microsoft Learn | microsoft.com

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