# 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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