How to reset your Office 365 password (Self-Service Password Reset)

For this service to work, you must “Register” first; if you haven’t done it yet, next time you sign in to Office 365 using a web browser, you will get prompted to enter additional contact information that will help to reset your password in the future; you will see the following screen, click **next**.

Then, you will need to complete at least 1 of the 3 options and click **“Finish”** when done.

After you have completed the previous steps, you will be able to reset your own password.
Now, go to: [http://office.cdob.org](http://office.cdob.org) and sign in with your email address; then, when asked to enter your password, click “Forgot my password” and follow instructions as shown in the following pictures:
Once you have verified your identity, you will be able to enter a new password as shown in the following screen: