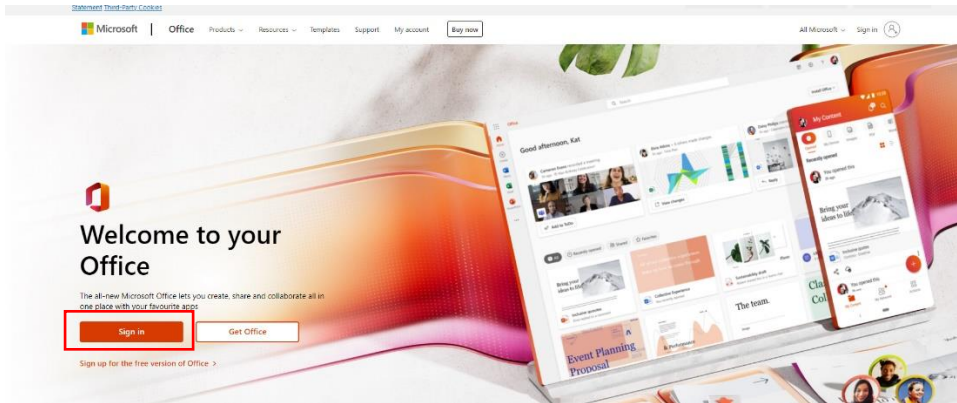


## Password Reset For Students

Hi,

We have now implemented a change where you are now able to reset your own password on **office.com**

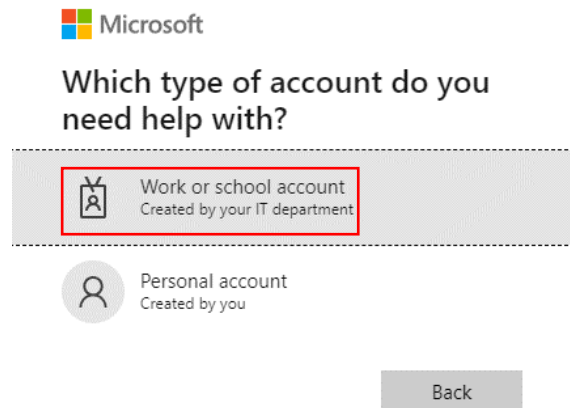
1. Go to **office.com** and click sign in



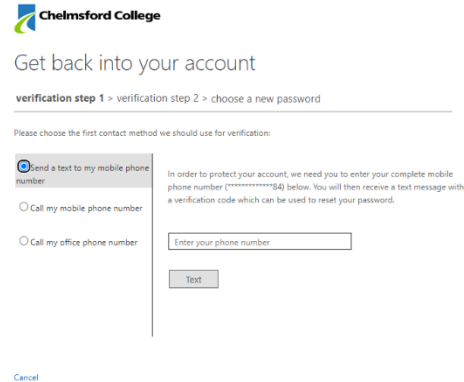
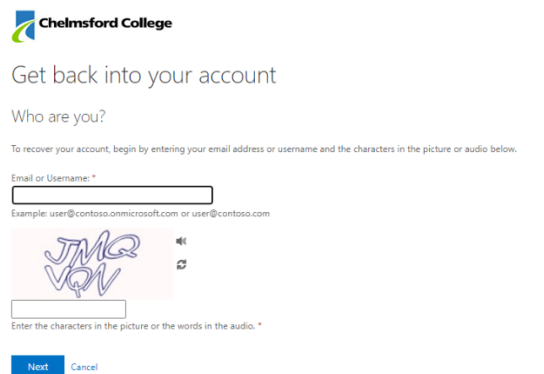
2. Underneath where you would put your email it should say '**Can't access your account?**' click that.

A screenshot of the Microsoft sign-in page. The page is white with the Microsoft logo at the top left. Below the logo, the text "Sign in" is displayed. Underneath, there is a text input field for "Email address, phone number or Skype". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". The "Can't access your account?" link is highlighted with a red rectangular box. At the bottom of the sign-in section, there are two buttons: "Back" and "Next". Below the sign-in section, there is a section for "Sign-in options" with a key icon.

- It will then take you to a page where you'll need to click '**Work or school account**'



- Fill out the details it asks, that will be your **student email** and then it will ask for your **mobile number**.



This should then allow you to reset your password.