

VCOM Office 365 Password Reset Instructions

PLEASE NOTE THAT THIS PROCESS REQUIRES THAT YOU HAVE SET UP YOUR MULTI-FACTOR AUTHENTICATION SET UP AND THAT YOU HAVE ACCESS TO YOUR EMAIL ACCOUNT.

1. To change your password, click the icon next to your account name in 365 and choose "My Account"



2. Click Security & privacy, then Password.



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3. Enter your old password, and then your new password twice. Click submit.

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		Confirm new password					
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4. After a successful password change, your Office 365 application page will display.



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