Step 1: Open up a browser and navigate to https://login.microsoftonline.com
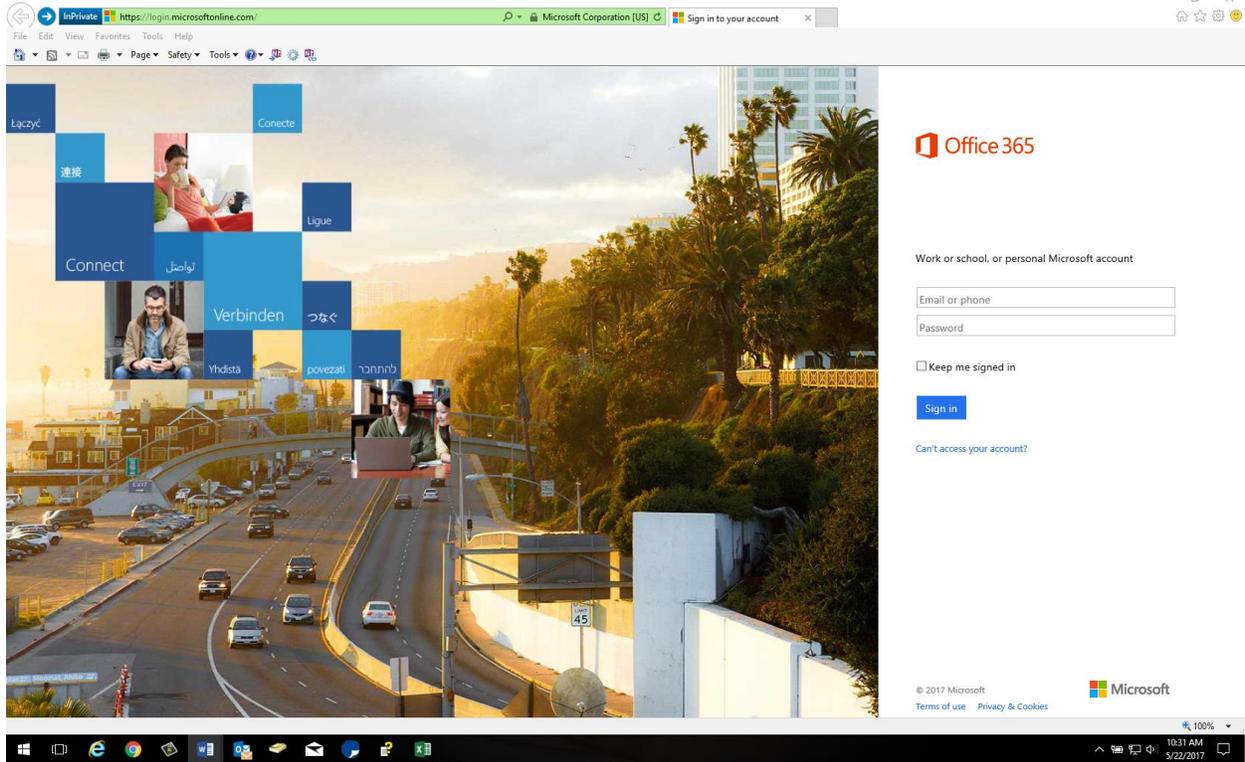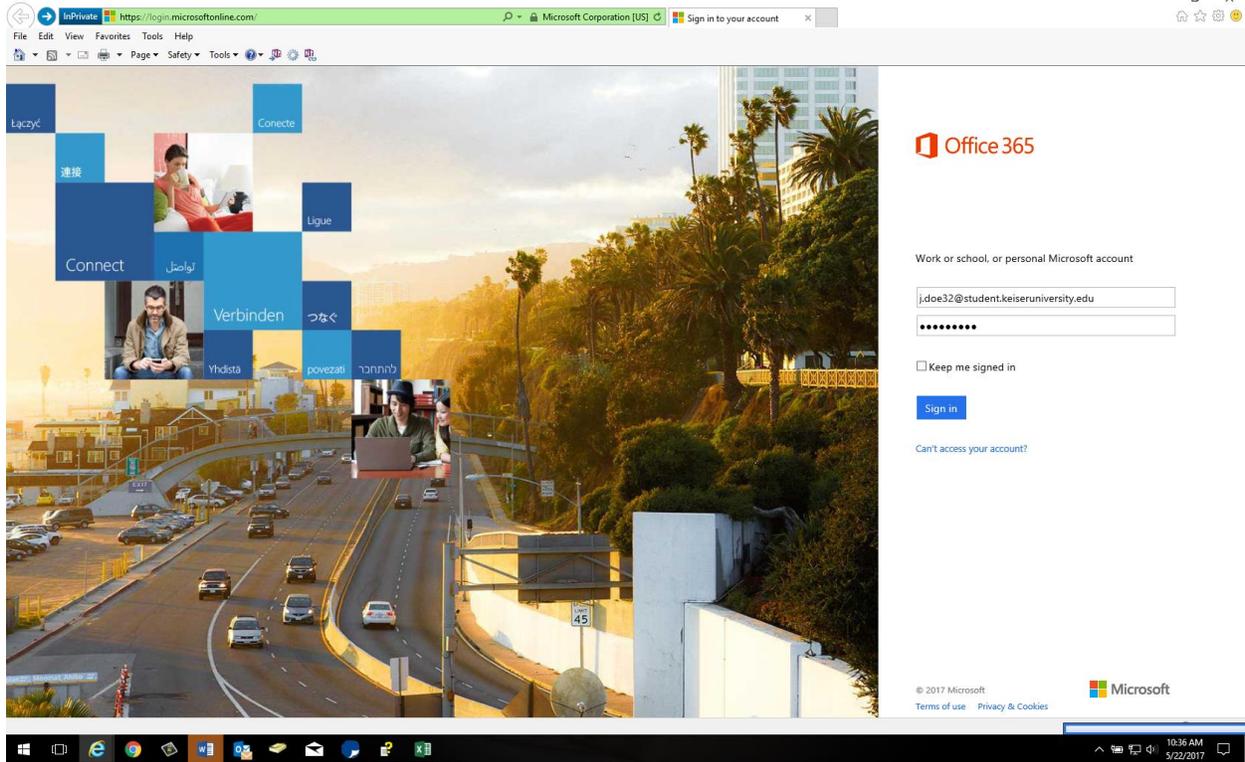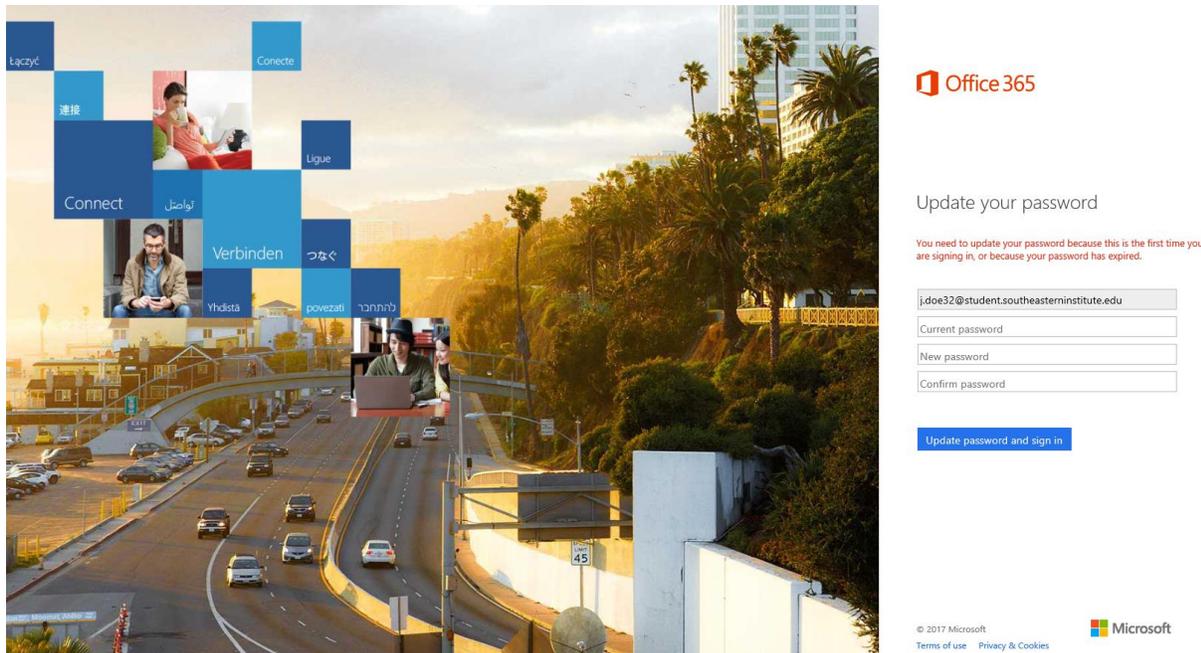
Step 2: enter in your student email address and password you were originally issued (example below)

Step 3: Enter in original password then create a new password and confirm new password

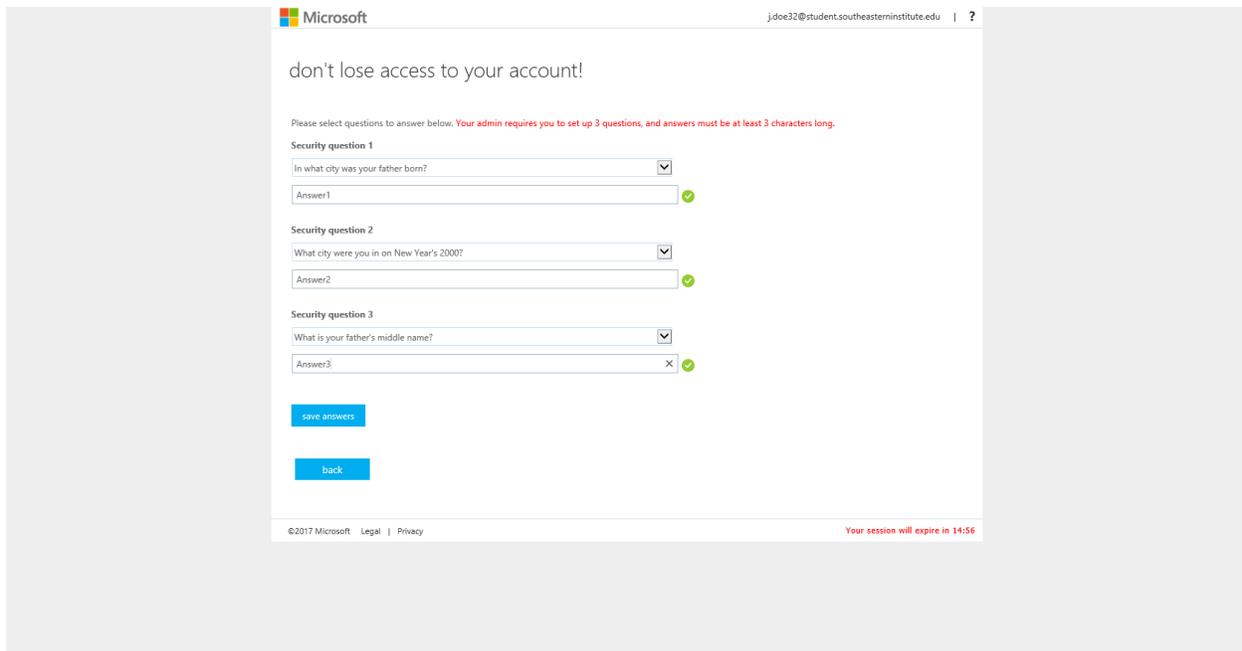Step 4: Click 'Next' button to add additional security info to help recover your account

Step 5: Setup at least one of the options below in order to reset your password should you find the need

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

! Authentication Phone is not configured. Set it up now

! Authentication Email is not configured. Set it up now

! Security Questions are not configured. Set them up now

finish   cancel

Step 6: In this example we chose to configure security questions (This section is personal preference).
Click 'save answers'

don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 3 questions, and answers must be at least 3 characters long.

Security question 1

In what city was your father born?

Answer1

Security question 2

What city were you in on New Year's 2000?

Answer2

Security question 3

What is your father's middle name?

Answer3

save answers

back

Step 7: You may chose to setup the remaining 2 methods of authentication or click the 'finish' button

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

⊘ Authentication Phone is not configured. Set it up now

⊘ Authentication Email is not configured. Set it up now

✓ 3 Security Questions are configured. Change

finish   cancel
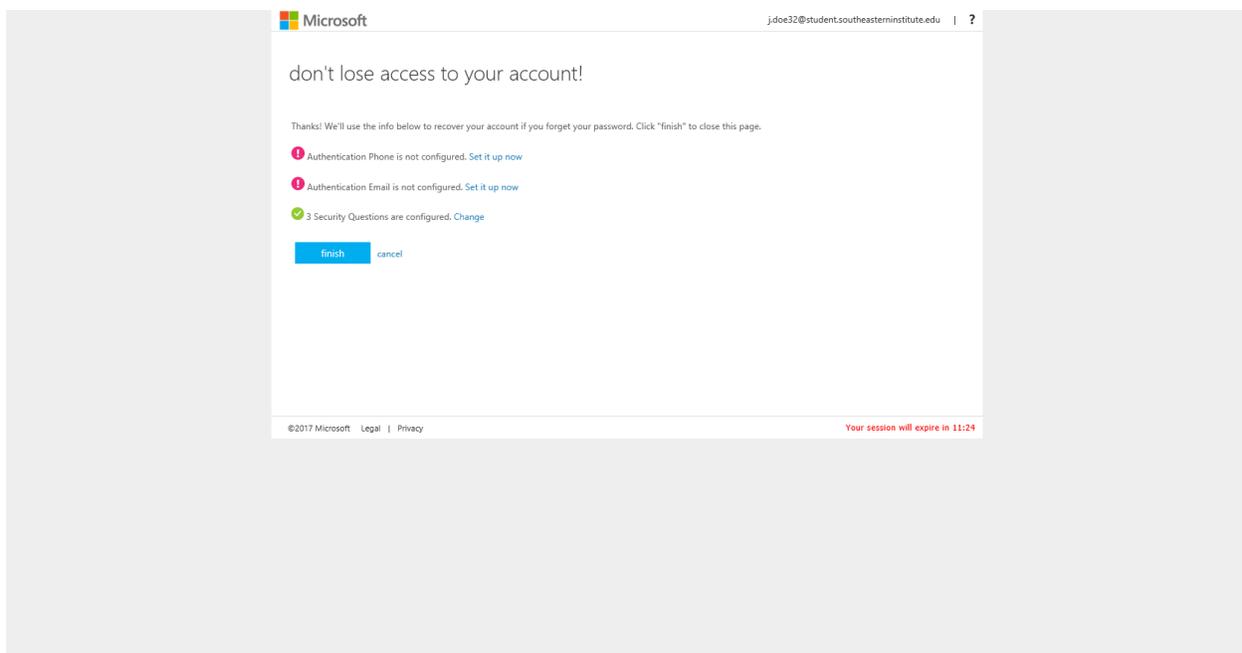
Step 8: Click on the 'Mail' tile in order to access your email account
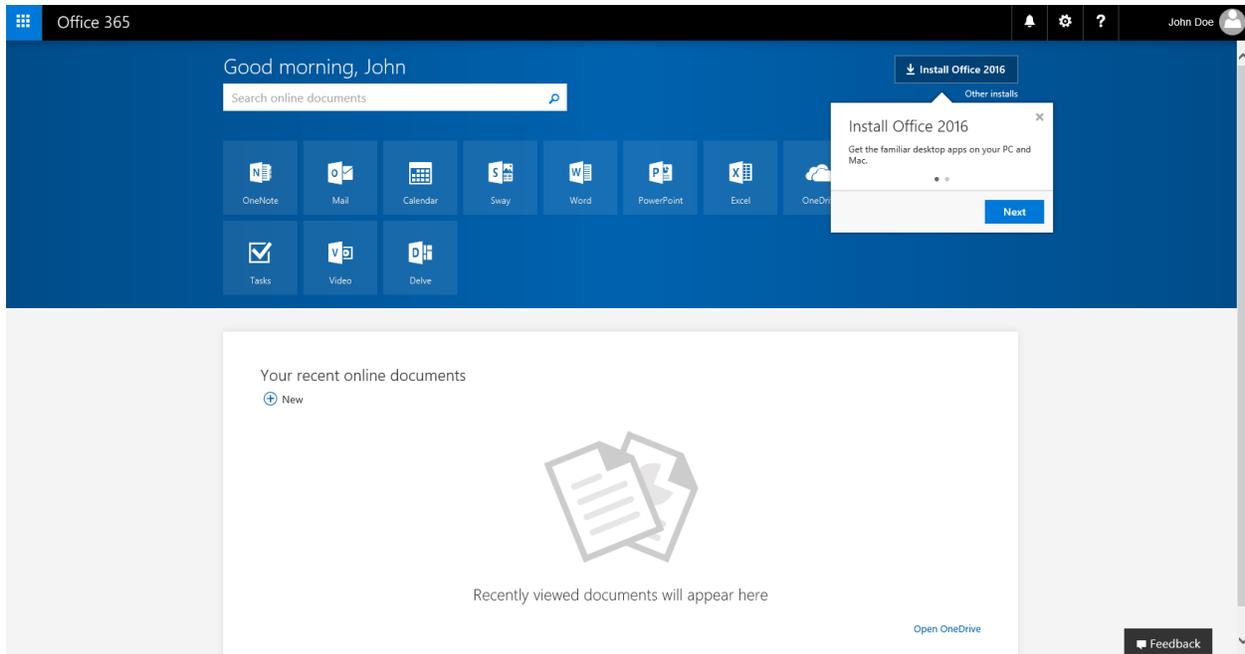
Step 9: Choose your language as well as your time zone and click 'Save' to get started
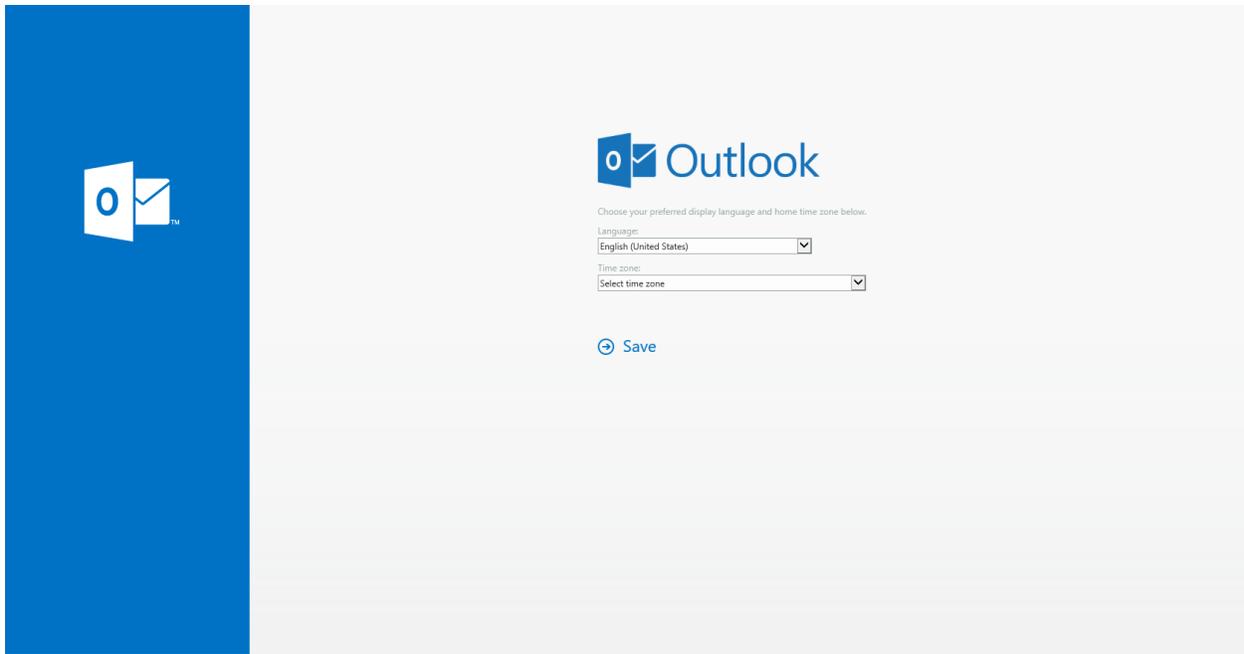
Step 10: You are now logged into your student email account