Want to change your password?
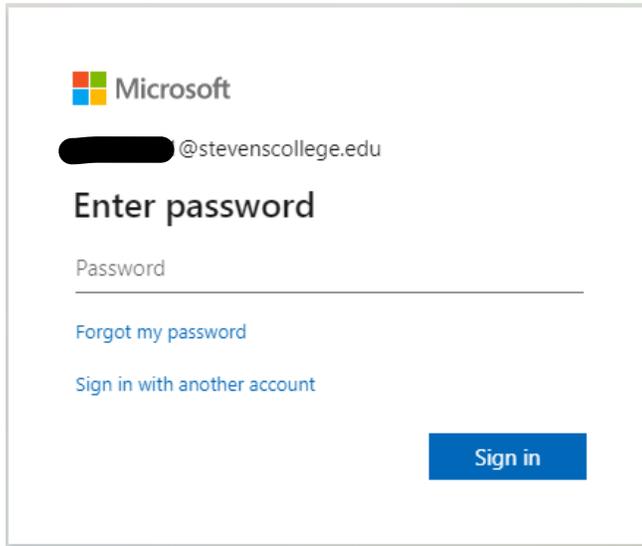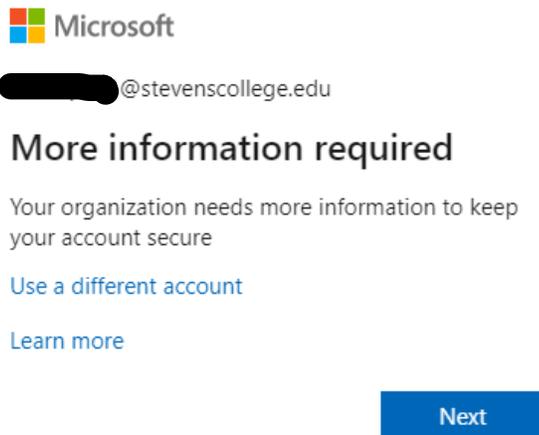
Go to www.office.com and click sign in. The below screen will pop up. Log in with current password.

If you did not initially setup a backup email or add a cell number, you will get the below message. Please click next and move to the next pop up.

You can now choose how you would like to keep your account accessible and secure. Choose one of the options.

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.

🔴 Office phone is not configured. This information is managed by your administrator.

🔴 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

I chose the cell phone authentication as it shows below. You will have to set this up and send a code to your phone to verify. Once you verify the code you will be logged into your account.

don't lose access to your account!

Please verify your authentication phone number below.
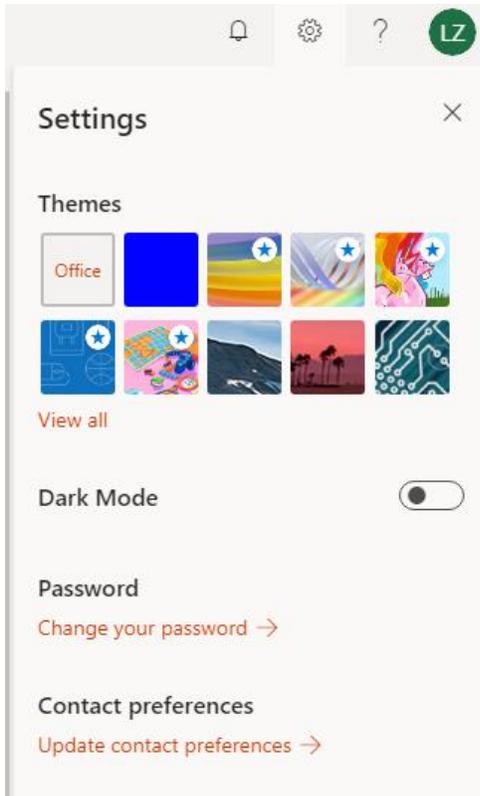
Authentication phone

United States (+1) ▼

[redacted]

text me   call me

back

Now in the top right hand corner as the image shows below, you can click the settings gear and close to the bottom there is a change password link.

The change password box will appear, and you have to put in your old password and then the new one you would like to use twice. Then submit.

change password

User ID
█████████ @stevenscollege.edu
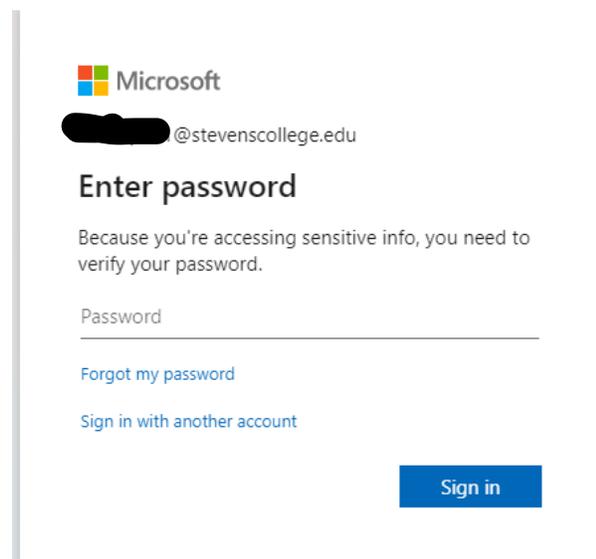
Old password

Create new password

Confirm new password

submit   cancel

Lastly, Office will have you sign back in with the new password you just created. This completes your password change.