

There is new functionality within Office 365 that allows everyone at NEC to better manage their own Microsoft password. This feature allows a member of the NEC community who has forgotten their Microsoft password, to reset it on their own without needing to contact the Helpdesk.

You will see the screen below asking you to set the required information. You will not be asked to reset your password now. These steps will only setup your password reset questions.

When you click Next, you will be asked to set the information used to reset your password. Only one answer is necessary to reset your password. You can choose to answer just one or all

of 3 questions (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)

- The phone must be able to receive a verification code sent via text. So an office phone will not work.
- The email must be a private email account not associated with Office 365 such as Gmail.
- Answer 5 security questions from the list provided.

These answers are not available to Microsoft or NEC. They are kept in encrypted form