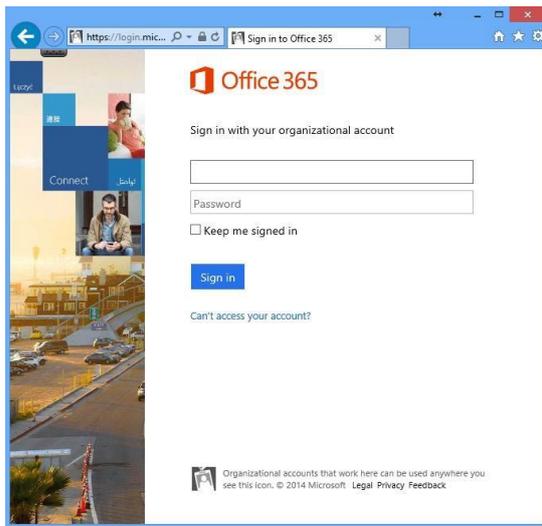


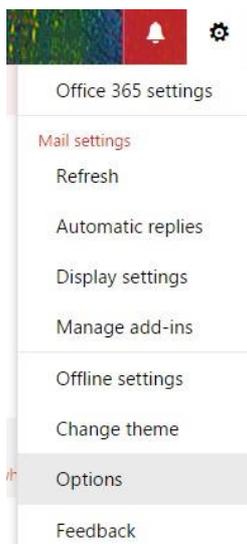
## How to reset your password to Office365

### How to login to Office 365 portal

1. Open an Internet Explorer browser
2. Go to <https://portal.microsoftonline.com>
3. Enter your Office 365 username (email address) and password

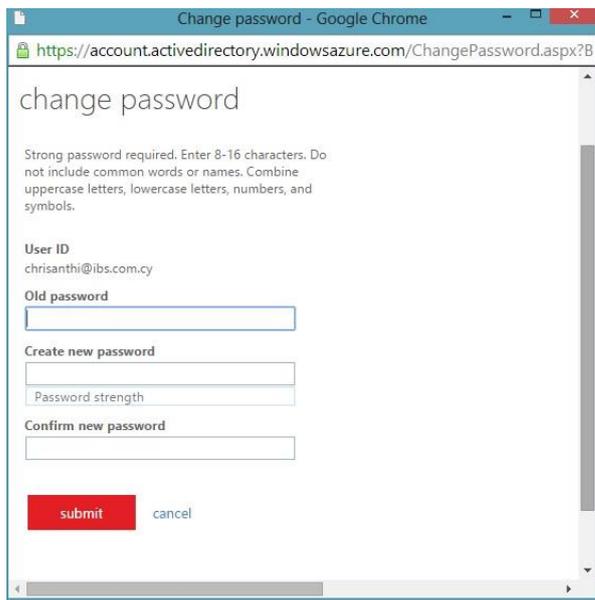


4. At the top of page of Outlook Web app page, click on the gear ⚙️
5. Click “options”



6. Go to **General** -> **My account** -> **Change your password**
7. Enter your old password
8. Enter new password and click “**Submit**” then log out.

**Note:** Use a rule combining uppercase and lowercase letters, numbers and symbols e.g. **Str@ng3210** (minimum 8 and 16 maximum characters) to create a new password.



Change password - Google Chrome

https://account.activedirectory.windowsazure.com/ChangePassword.aspx?B

change password

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID  
chrisanthi@ibs.com.cy

Old password

Create new password

Password strength

Confirm new password

submit cancel

For more information please contact us at [support@ibs.com.cy](mailto:support@ibs.com.cy)