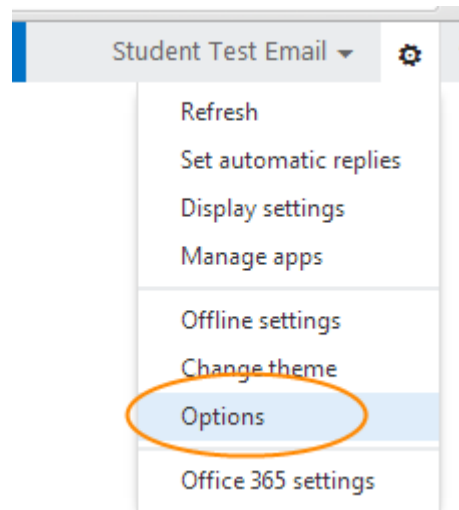


Changing School Email Password

1. If you know your current password and can successfully log into your account, click on the gear icon in the upper right hand corner when logged in. Click on “Options” from the drop down menu.



2. Then click on “Change your password” under shortcuts.

shortcuts to other things you can do

[See email from all your accounts in one place](#)

[Set up an automatic reply message](#)

[Connect your mobile phone or device to your account](#)

[Connect Outlook to this account](#)

[Forward your email](#)

[Change your password](#)

[Import your contacts from an existing email account](#)

3. You will need to type in your old password and then your new one. Remember that the new password must have at minimum one upper case letter, one lower case letter, one number or one sybmol, and must be at least 8 characters long.

User ID:

studenttestemail@hayfield.k12.mn.us

* Old password:

* New password:

* Confirm new password:

save

cancel

1. If you do not remember your password, you will have to have it reset by an administrator. To do so, go to the office 365 login screen. Click on “Can’t access your account?”.

Sign in with your organizational account

☐ Keep me signed in

Sign in

[Can't access your account?](#)

2. Type in your email address and the verification code. Then click on “Next.”

* User ID:

example@hayfield.k12.mn.us

Example: user@contoso.onmicrosoft.com or user@contoso.com

QLGCW-X83



QLGCWX83

Enter the characters in the picture or the words in the audio.

Next

Cancel

3. Click on “contact and administrator.”

Your account is not enabled for password reset

We're sorry, but your administrator has not set up your account for use with this service.

If you'd like, we can [contact an administrator](#) in your organization to reset your password for you.

4. The administrator will then be notified that you wish to reset your password.