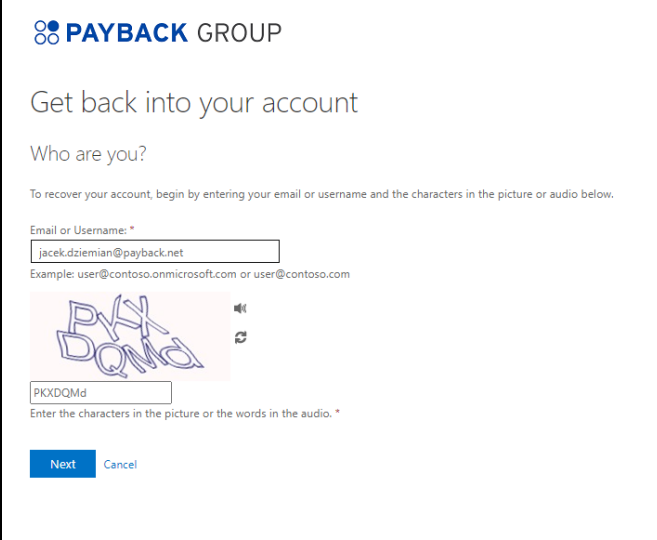
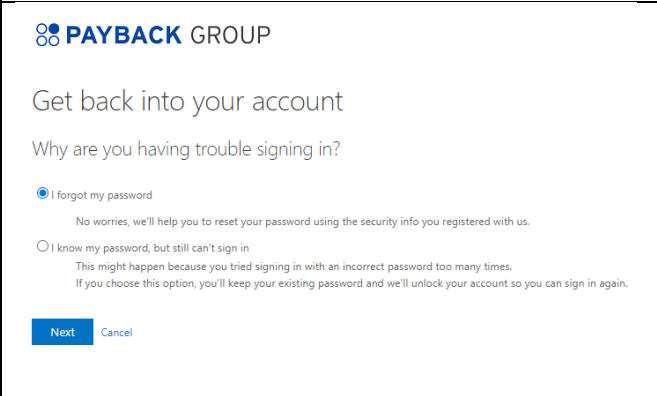


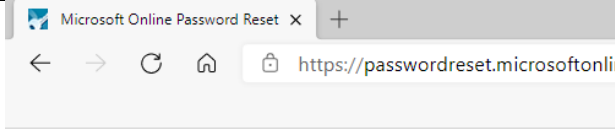
Resetting a domain account password from any computer

1. How to reset your password from any computer

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Remember that in order for the new password reset in the following manner to be synchronized with the business computer, it must be connected to the internal network in the office. Otherwise, only the old password will work on the computer.

	Go to https://passwordreset.microsoftonline.com/ and enter your email address and rewrite the characters from the image, then press Next.
	Select I forgot my password and press Next.

 Get back into your account verification step 1 > verification step 2 > choose a new password Please choose the first contact method we should use for verification: ☒ Text my mobile phone In order to protect your account, we need you to enter your complete mobile phone number (*****15) below. You will then receive a text message with a verification code which can be used to reset your password. Enter your phone number Text ☐ Call my mobile phone ☐ Approve a notification on my authenticator app ☐ Enter a code from my authenticator app	Choose 2 verification methods, such as SMS and Authenticator App, which you should have added during onboarding. If you don't have an app set up look at the mobile phone section of the Toolbox or contact the IT helpdesk.
 Get back into your account verification step 1 ✓ > verification step 2 ✓ > choose a new password * Enter new password: * Confirm new password: Finish Cancel	After verifying yourself in 2 ways, set a new password according to the complexity rules. Minimum 8 characters, uppercase and lowercase letter and number or special character. Then press Finish.
  Get back into your account ✓ Your account has been unlocked	If the password meets the requirements, you will receive the following message and you will be able to log in with the new password. Remember that your business computer must be connected to the internal network so that it can synchronize the new password. Without this, the new password will not work on your computer.