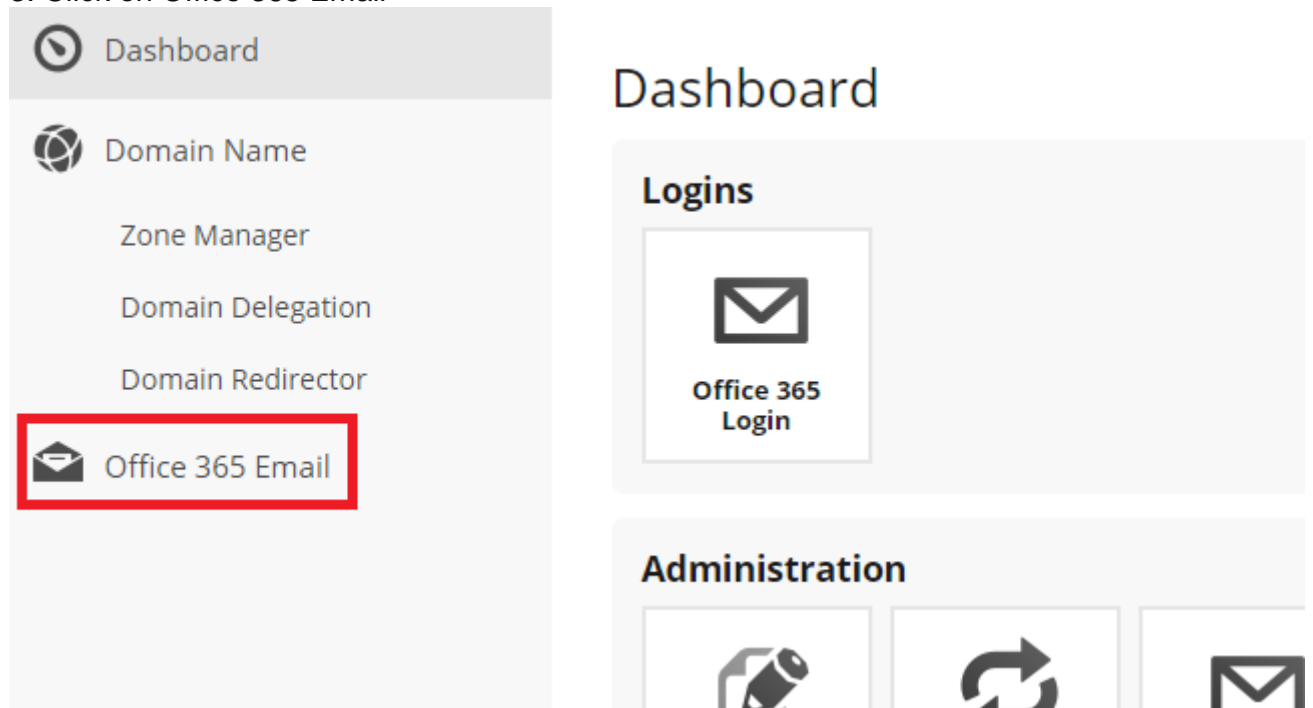


Changing user details in Office 365

Version 1.0

You can use these instructions to change your password in Office 365, please note that this requires your Office 365 Administrator password to perform.

1. Log into your DomainNZ domain
2. Manage the domain you want to make changes to
3. Click on Office 365 Email



4. Find the email address under the Email Accounts section and click Edit

| Email accounts | | | | | |
|------------------|------------------------|-------------------------|--------------|----------|-------------------------------------|
| Email | | Assigned License | ActiveSync ? | Status ? | Outlook Online ? |
| test@example.com | (Edit) | Office 365 Simple Email | Disabled | Enabled | Access Email Online |

5. Enter the new user details and hit Save

Manage Office 365 Email

Edit details

Username*

test

@example.com

First name*

Test

Last name*

Testerson

Display name*

Test Testerson

Save

Note: You can also edit the admin details under the Admin Portal section.

Admin Portal

[Login as Admin](#) - with username `test@examplecom.onmicrosoft.com` to manage your Office 365 users and access advanced functionality such as distribution groups, email forwarders, create meeting rooms, manage groups plus more.

[Login as User](#) - with one of the active email users (i.e. `test@example.com`). If this email address has a Business Essentials or Premium licence you'll be able to access OneDrive, Online Office Applications and an Office 2016 Desktop installer here as well.

| Username | | Type | Status |
|---------------------------------|------------------------|---------------|---------|
| test@examplecom.onmicrosoft.com | (Edit) | Administrator | Enabled |