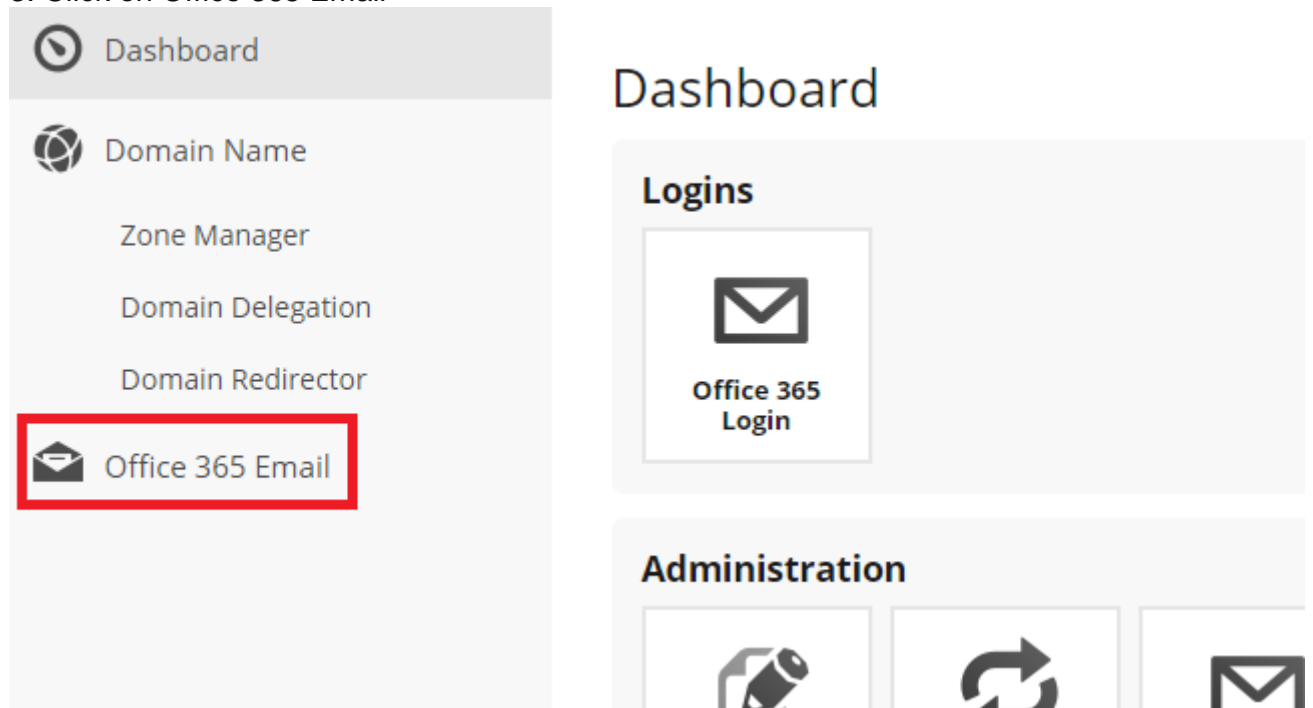


Changing your password in Office 365

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



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

In the Reset Password section enter the Administrator password and hit Next (if you do not have the password you can recover it via the link on this screen as well)

Reset Password

Step 1 of 2. Enter your Administrator Password.

This is the password which was emailed to you in your welcome email and the same password you use to log in to the [Advance Office 365 Portal](#). If you are not sure what your password is for this account you can [recover your password](#).

Next