

The University of Niagara Falls Canada Library

Changing Your Temporary Password Tutorial

Hi there, my name is Martha and I am a library assistant here at the University of Niagara Falls Canada, and today I'm going to guide you through the process of changing your temporary password that you use to access your Microsoft 365 Account, which is going to include applications such as your Microsoft Word, PowerPoint and Excel accounts as well as your student email through Microsoft Outlook. So, I do encourage you to follow along, as eventually your temporary password will expire, and so updating it is going to be a really important step in ensuring you will be able to access your Microsoft 365 account throughout the duration of your time as a student here at UNF.

So, after you have logged into your personal device. First step that you are going to want to do is to open a browser. So that could be Microsoft Edge or Google Chrome. Today I am going to be using Google Chrome. So, I am just going to open that now by selecting it. Once I have done that, I am just going to locate the search bar in google right here at the top and I am just going to type in Microsoft 365 login and select that. So, that is going to me to a results page that looks like this, and I am going to go ahead and select the first link. So, once I have landed at this page, I am just going to go ahead and locate "My Account" icon. So, mine is just here at the bottom left. It has a picture of my face because I have uploaded one, but if you have not uploaded a photo, it just going to be your two initials of your name. So go ahead and find that. And once you have, you are going to click on it, and then you are going to click on "View Account". That should take you to a page that looks something like this and because we are interested in changing our password, we are going to find the password widget and just right under there, there should be an option to change your password which I just selected. Once that is loaded, you will see that you get a pop-up window, and here is where you are going to type in your new desired password. That is going to go from the temporary password that was assigned to you to your password for logging into any of your Microsoft accounts going forward. So, I am just going to put in my new password, and you will just repeat it to make sure that they match. Once you are happy with that, you are going to go ahead and select submit. And then, that will be your new password going forward. So, I hope that you were able to follow along and learn about updating your temporary password as a student here at UNF and I hope I will see you again in future videos. Thank you so much!

With that being said, I'm going to go ahead and dive right in!

1. So, we'll begin on your device's home screen, and the first step we want to take is to open a browser on your computer, for example Google Chrome or Microsoft Edge. I will be using Google Chrome, so I'm going to go ahead and select that here.
2. Once Chrome is open, I'm going to go to my search bar and type in "Microsoft 365 Login," and click enter to search.
3. That should take you to your results page, and I'm going to select the first result here, which says "Microsoft 365 Login."
4. That should take you to a webpage that looks something like this! I'm just going to select button that says "Sign In" right here, and it's going to prompt me to put in my password. At this point, you're going to be want to put in your current password, which will be your temporary password.
5. Once you are logged in, you are going to want to look for your account icon. Mine has a picture of myself, but sometimes this icon will simply show your initials, so it might look a little different than mine, but you're still in the right place!
6. Once you select that, you should get an option to "View Account" which I am going to go ahead and click, and that will take me to a webpage that looks something like this.
7. From here, you can either use the sidebar here to select "Password," or you can select it from this menu here.
8. You might get a pop-up alert from your Microsoft Authenticator app, which you should have downloaded on your phone, and if you don't already have this you can download it off of your app store. So off camera I've just input my number into my app, and now I should be able to log in.
9. From here, you can type in your desired new password, and select submit, and now your temporary password has been updated, and you can use it to login into any of your Microsoft account apps, including your student email!

Thank you so much for following along to this UNF Library Video Tutorial today, and I hope this was helpful in walking you through the process of changing your temporary password. Have a great day, and we'll see you next time!