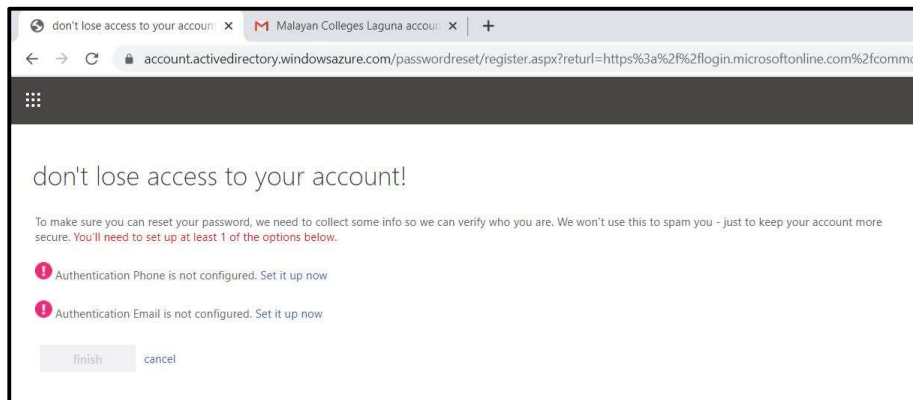


For password reset online please click this link:

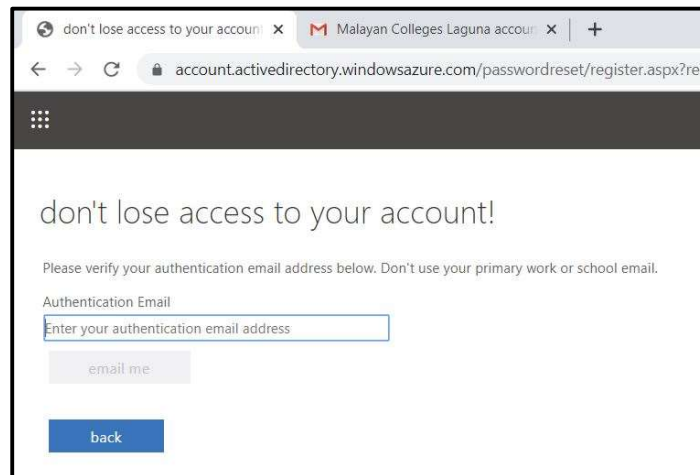
<https://passwordreset.microsoftonline.com/>. And follow the guidelines below

How to reset password in Microsoft Online

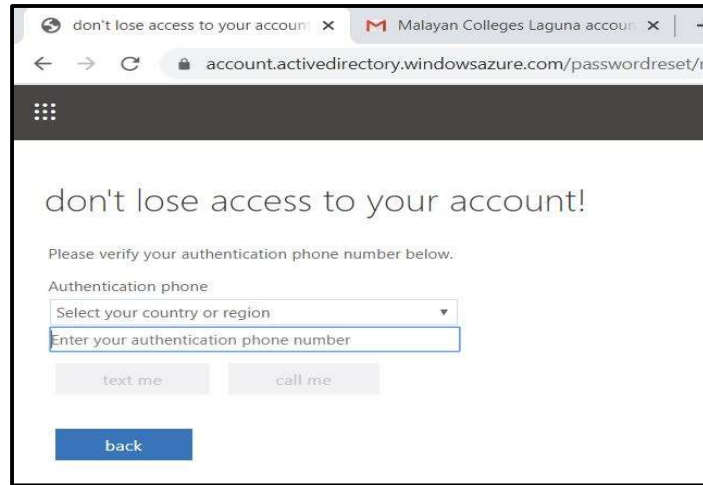
1. First you need to set an alternate email address and mobile no. before you can reset your password. Upon log-in you may encounter below window. Click **Set it up now**.



2. Enter your alternate email address. Then click **Email me**. A verification code will be sent in your email address. Make sure to verify your alternate email.



3. Select country then enter your mobile no. You may choose **Text me** or **Call me**. A verification code will be sent in your mobile no. Make sure to verify your mobile no.

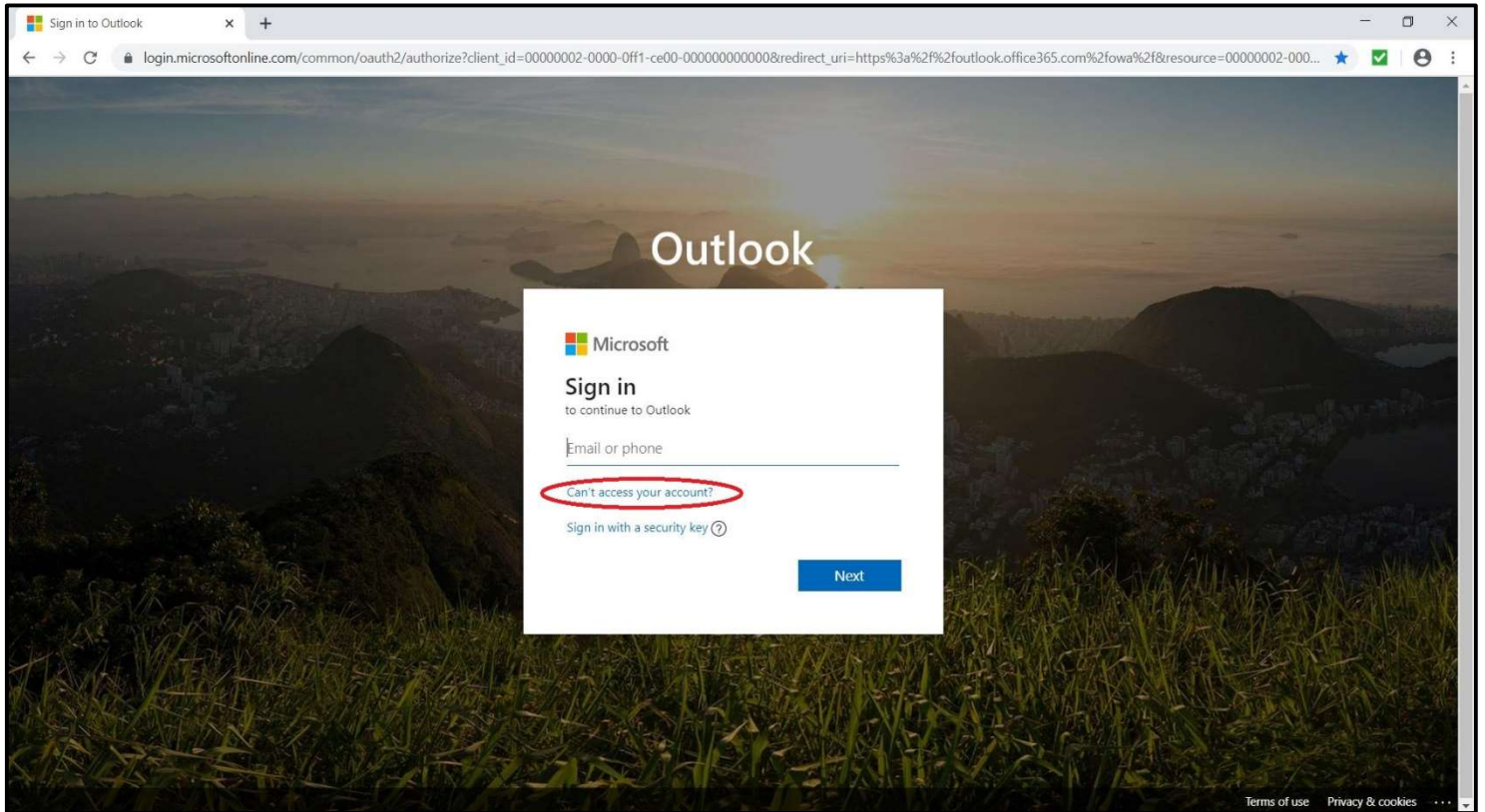


The screenshot shows a web browser window with the URL `account.activedirectory.windowsazure.com/passwordreset/`. The page title is "don't lose access to your account!". Below the title, it says "Please verify your authentication phone number below." Underneath, there is a section labeled "Authentication phone" containing a dropdown menu for "Select your country or region" and a text input field for "Enter your authentication phone number". At the bottom of this section are two buttons: "text me" and "call me". A blue "back" button is located at the bottom of the page.

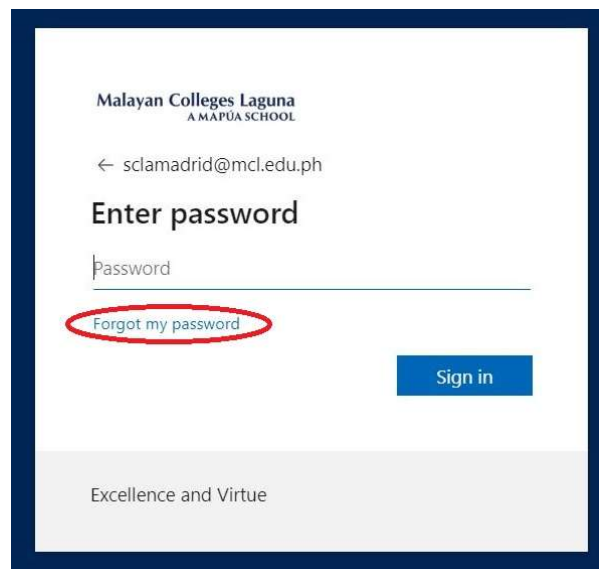
4. Once the email and mobile no. has been verified. Click finish.

Start Resetting your password:

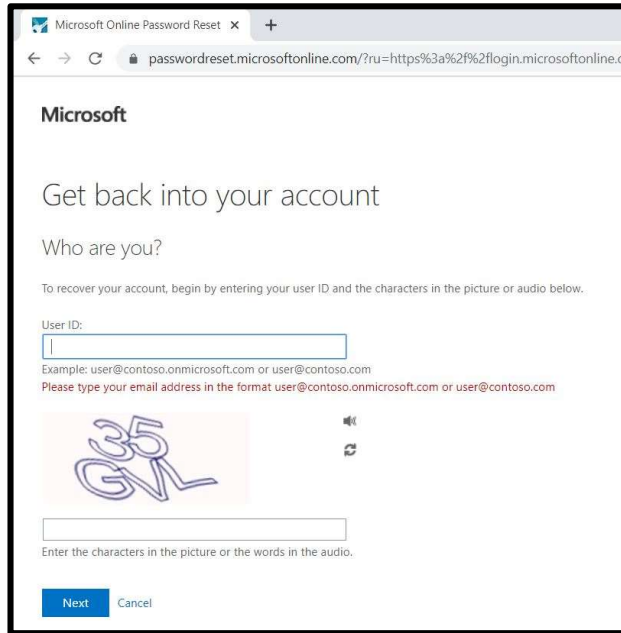
1. Go to <https://login.microsoftonline.com/>. Click "Can't access your account?".



Or you may enter your MCL email. Click **Next** then click **Forgot my password**.



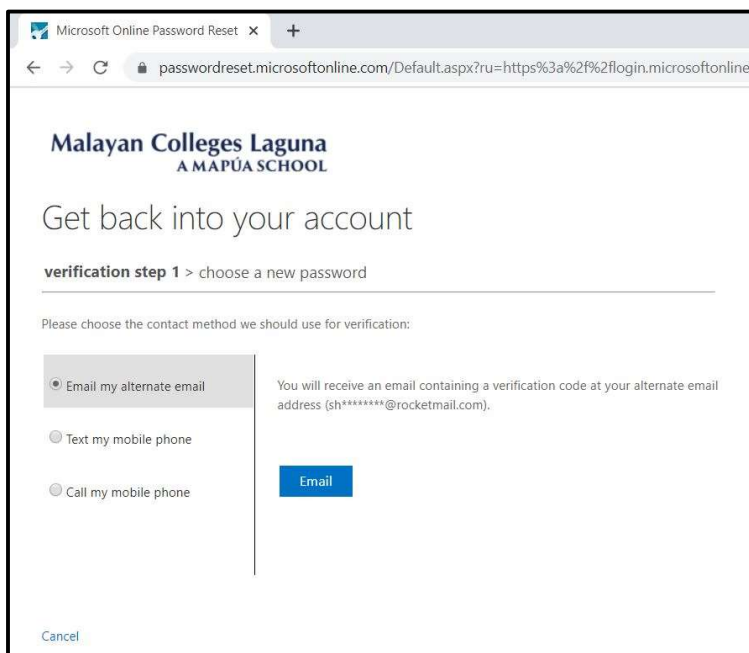
2. Enter your **MCL email** in the user ID and image indicated in the picture. Click **Next**.



3. Choose 1 contact method for the verification step. Alternate email address and mobile no. is set by end user. Make sure to check if the email and mobile no. is correct before sending verification code.

Verification Step:

- a. **Email my alternate email** – just click **Email** and verification code will be sent to your email address.





Enter the verification code.

The screenshot shows the Microsoft Online Password Reset page for Malayan Colleges Laguna. The page title is "Malayan Colleges Laguna A MAPÚA SCHOOL" and the main heading is "Get back into your account". Below this, it says "verification step 1 > choose a new password". The user is prompted to "Please choose the contact method we should use for verification:". There are three radio button options: "Email my alternate email" (which is selected), "Text my mobile phone", and "Call my mobile phone". To the right of the "Email my alternate email" option, it says "We've sent an email message containing a verification code to your inbox." Below this, there is a text input field labeled "Enter your verification code" and a "Next" button. A "Cancel" link is at the bottom left.

(Microsoft online password reset)

The screenshot shows an email from Microsoft on behalf of Malayan Colleges Laguna. The sender is "Microsoft on behalf of Malay..." and the recipient is "shireenlamadrid@rocketmail.com". The subject is "Malayan Colleges Laguna account email verification code". The email content includes a dark blue header with the text "Verify your email address". Below this, it says "Thanks for verifying your sclamadrid@mcl.edu.ph account!". The verification code is "476704". The email is signed "Sincerely, Malayan Colleges Laguna". At the bottom, there is a disclaimer: "This message was sent from an unmonitored email address. Please do not reply to this message." and the Malayan Colleges Laguna logo.

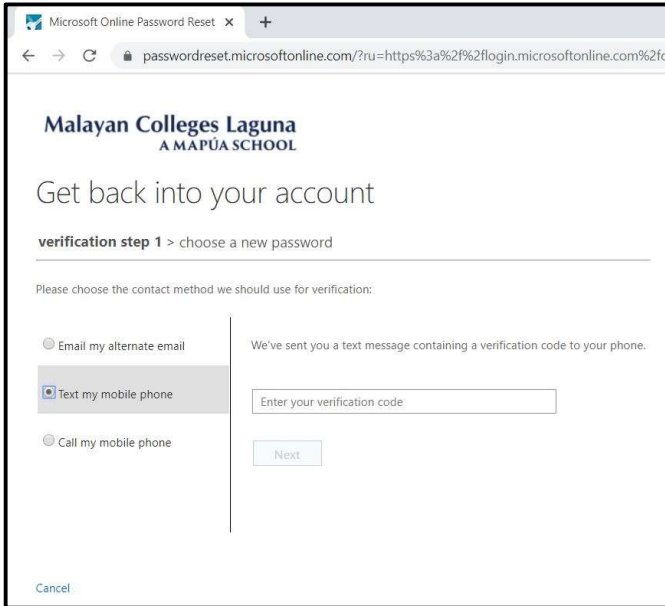
(Sample email verification code)

b. **Text my mobile phone** – enter your mobile no. then click **Text**.

The screenshot shows the Microsoft Online Password Reset page for Malayan Colleges Laguna. The page title is "Malayan Colleges Laguna A MAPÚA SCHOOL" and the main heading is "Get back into your account". Below this, it says "verification step 1 > choose a new password". The user is prompted to "Please choose the contact method we should use for verification:". There are three radio button options: "Email my alternate email", "Text my mobile phone" (which is selected), and "Call my mobile phone". To the right of the "Text my mobile phone" option, it says "In order to protect your account, we need you to enter your complete mobile phone number (*****14) below. You will then receive a text message with a verification code which can be used to reset your password." Below this, there is a text input field labeled "Enter your phone number" and a "Text" button. A "Cancel" link is at the bottom left.



Enter the verification code.

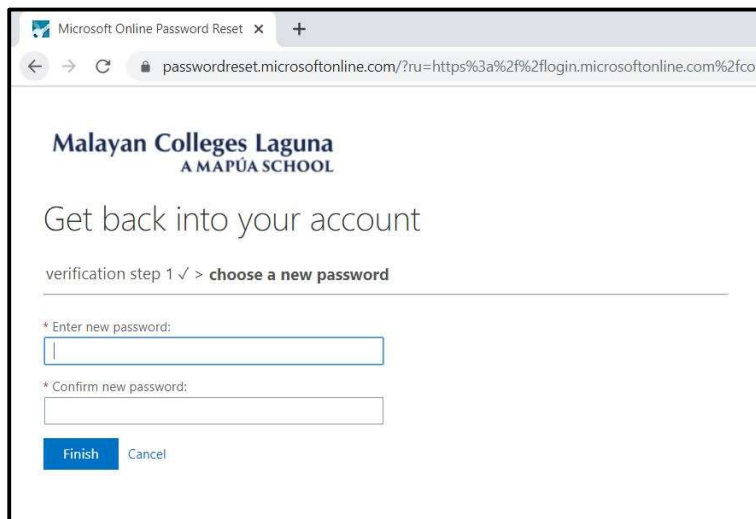


(Microsoft online password reset)



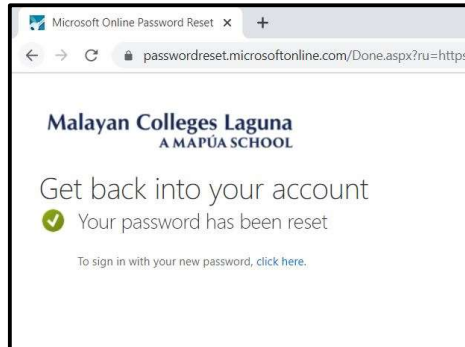
(Sample text verification code)

4. Enter your new password. Make sure the new password meet the system requirements such as min. of 10 characters, alphanumeric with special characters (ie. \$ @ #) and not related to your name. Make sure not to repeat or used your previous password. Click **Finish**.

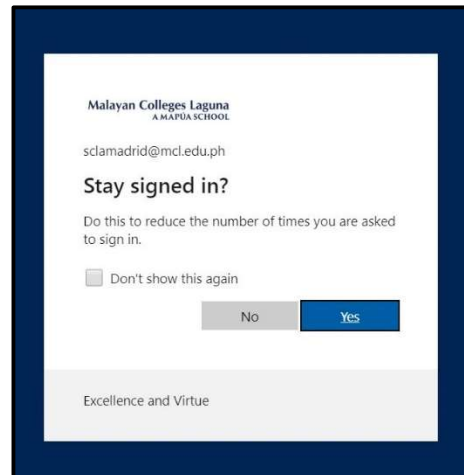
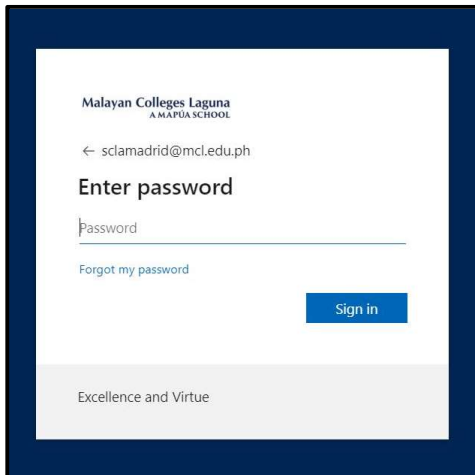




5. Sign in with your new password. Press [Click here.](#)

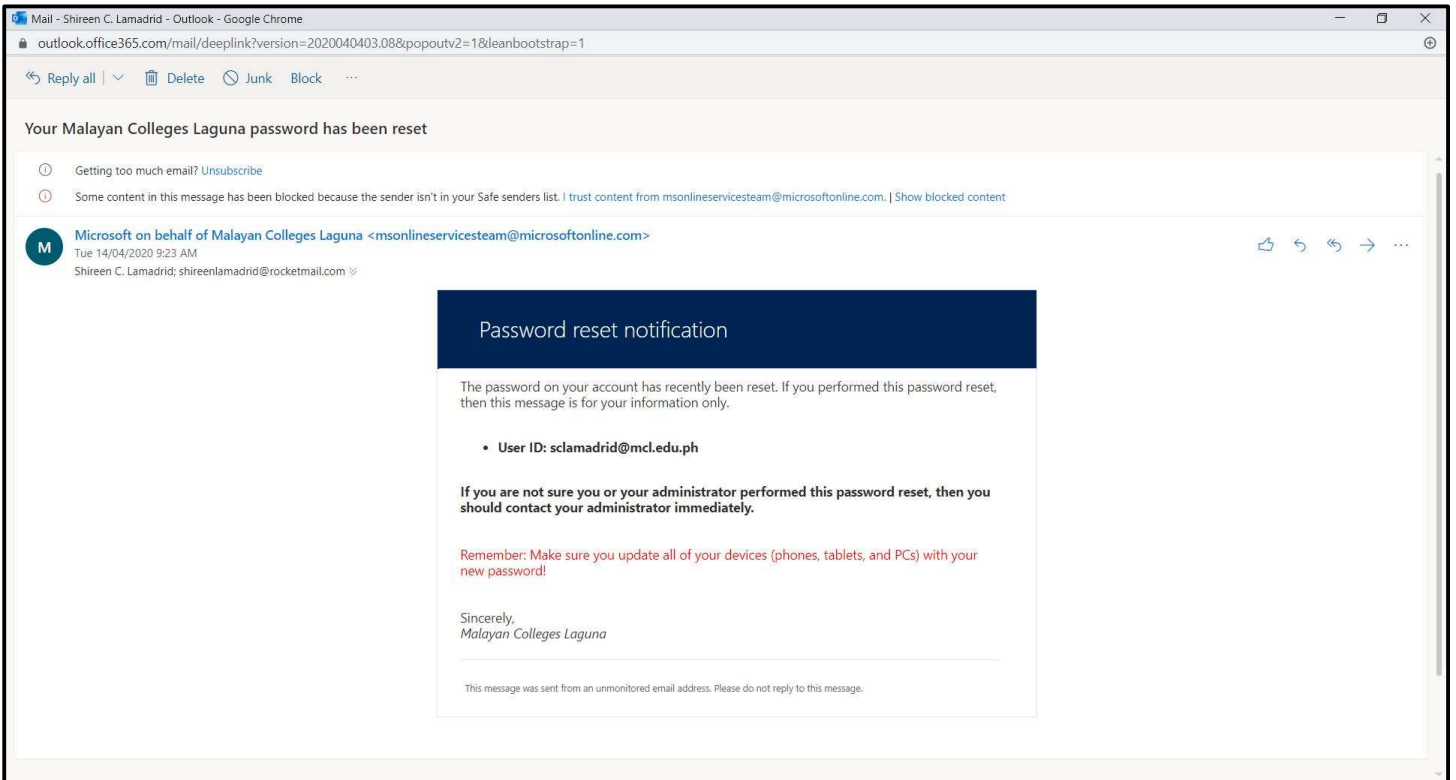


6. Enter your new password. Click [Sign in.](#) Stay signed window might appear. You may check the [Don't show this again](#) click [Yes](#) or [No](#).



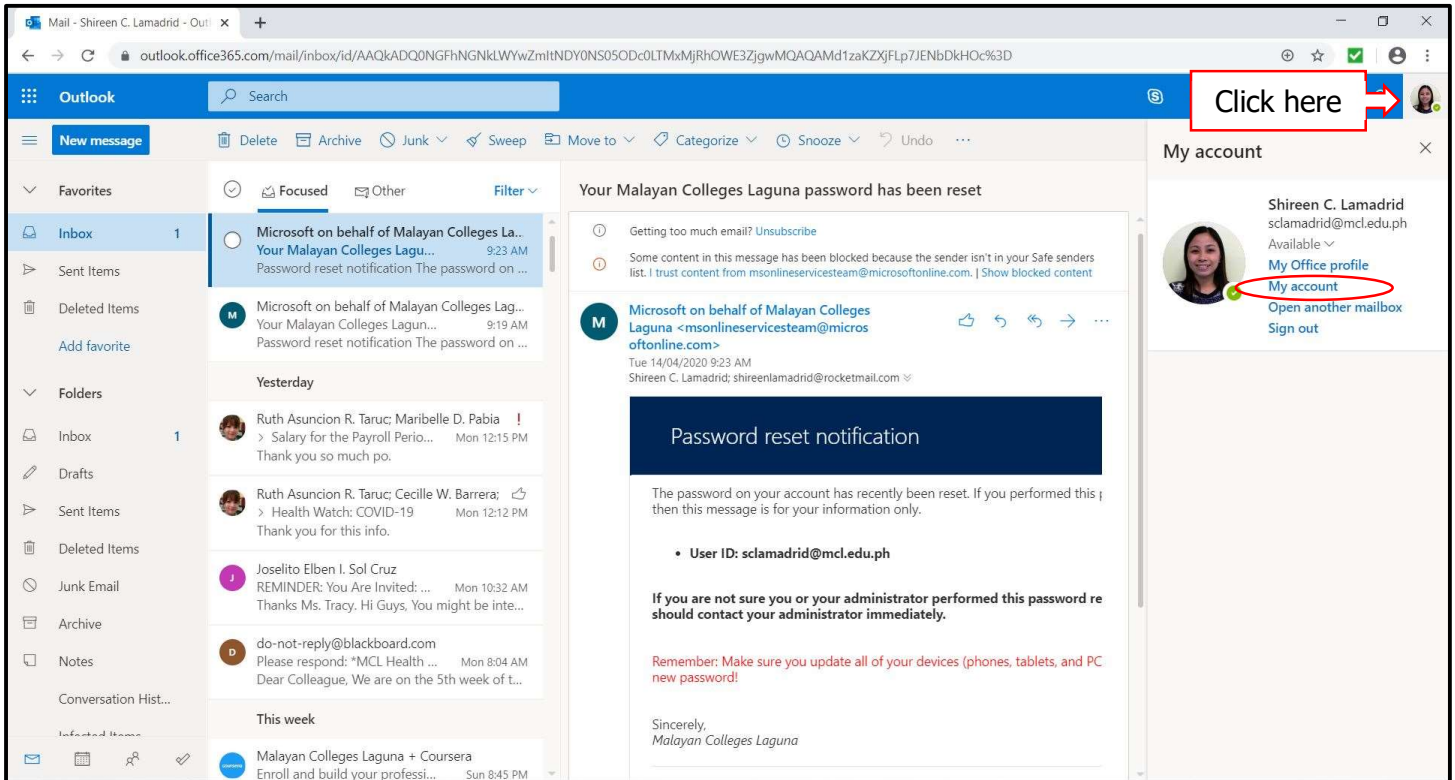


7. You will receive a confirmation email from Microsoft regarding the changes you've made in your account password.

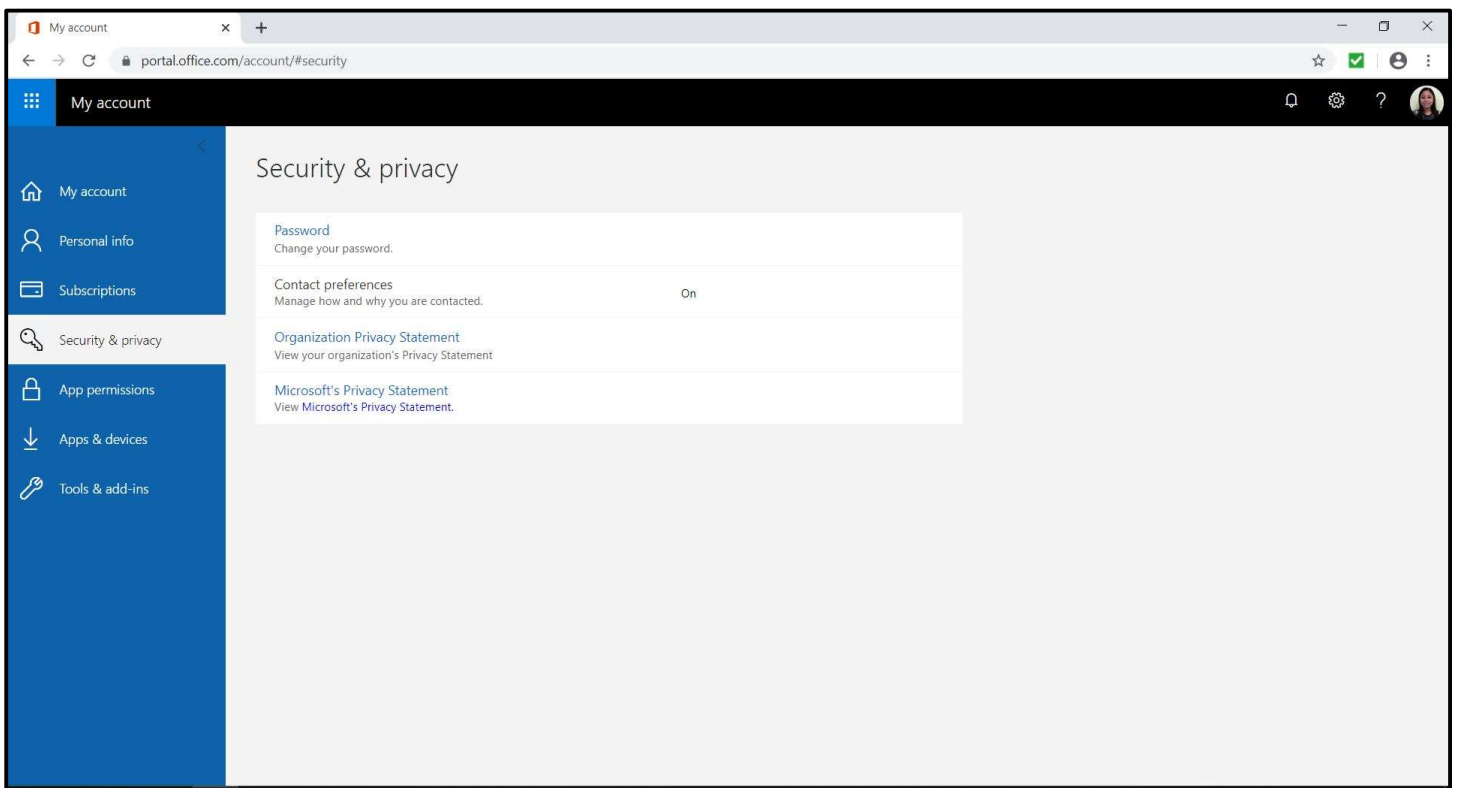


Another way to reset your password in Outlook WebApp

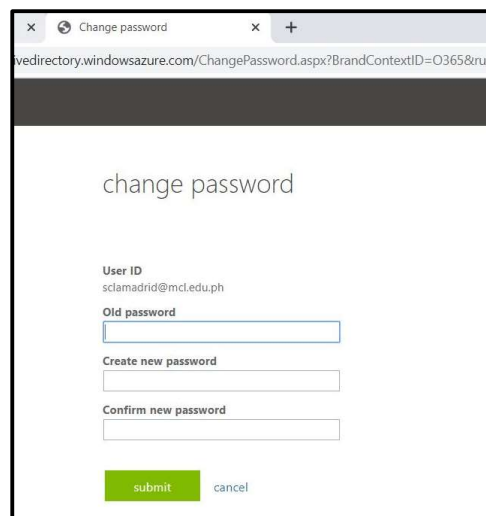
1. Click the account manager of your account. It's located in upper right side of your windows screen. Usually has your picture as a logo. Click [My account](#).



2. Go to **Security & privacy**. Click **Password**.



3. Enter your **old password** then create **new password** and **confirm new password**. Click **Submit**.





4. Re-enter your new account password. Click **Sign in**. Microsoft office home window will appear.

A screenshot of a Microsoft Office sign-in page. The page is white with a dark blue border. At the top, it says "Malayan Colleges Laguna" and "A MAPUA SCHOOL". Below that is the email address "sclamadrid@mcl.edu.ph". The main heading is "Enter password". A message states: "Because you're accessing sensitive info, you need to verify your password." There is a password input field with the placeholder text "Password". Below the field are two links: "Forgot my password" and "Sign in with another account". A blue "Sign in" button is positioned to the right of the password field. At the bottom of the page, the text "Excellence and Virtue" is displayed.