

Alquds Open University

Information and Technology Center System and Infrastructure Engineering Section

Change & Reset Password for Outlook Email

1. Change Password

1. Open "My Account. From menu tap "My account".



2. From Options, Tap "Change Password"

8			
Test Qou	Security info	Password	Settings & Privacy
⊠ test@qou.edu	Keep your verification methods and security info up to date.	Make your password stronger, or change it if someone else knows it.	Personalize your account settings and see ho your data is used.
Why can't edit?①	UPDATE INFO >	CHANGE PASSWORD >	VIEW SETTINGS AND PRIVACY >
	Devices	Organizations	My sign-ins
	旦	P	2
	Disable a lost device and review your connected devices.	See all the organizations that you're a part of.	See when and where you've signed in and check if anything looks unusual.
Sign out everywhere	MANAGE DEVICES >	MANAGE ORGANIZATIONS >	REVIEW RECENT ACTIVITY >

3. Enter old password and new password.

Hicrosoft	test@qou.edu	?
change password		
Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.		
User ID test@qou.edu		
Old password		
Create new password		
Password strength		
Confirm new password		
submit cancel		
©2020 Microsoft Legal Privacy		

4. Tap "Submit".

2. Reset Password

- 1. Open web: outlook.office365.com
- 2. Enter your email. Tap Forget password.

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Enter password	
Forgot my password	Sign in

3. Enter the characters in the picture. Tap "Next".



4. It will Redirect to verification step 1. Enter your **mobile number**. Tap "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:



Cancel

5. Enter verification code that you received it on your mobile. Tap "Next".

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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	We've sent you a text message containing a verification code to your phone.
○ Call my mobile phone	487899
O Approve a notification on my authenticator app	Nort
O Enter a code from my authenticator app	Next Signific Contact your administrator

Cancel

6. You Will redirect to verification step 2. Enter code from your authenticator application. Tap Next.



Get back into your account

verification step 1 <> verification step 2 > choose a new password

Please choose the second contact method we should use for verification:

O Approve a notification on my authenticator app	Enter the code displayed in your authenticator app.
 Enter a code from my authenticator app 	756942
	Next

Cancel

7. Enter new password and confirm new password. Tap Finish.



Get back into your account

verification step 1 \checkmark > verification step 2 \checkmark > **choose a new password**

