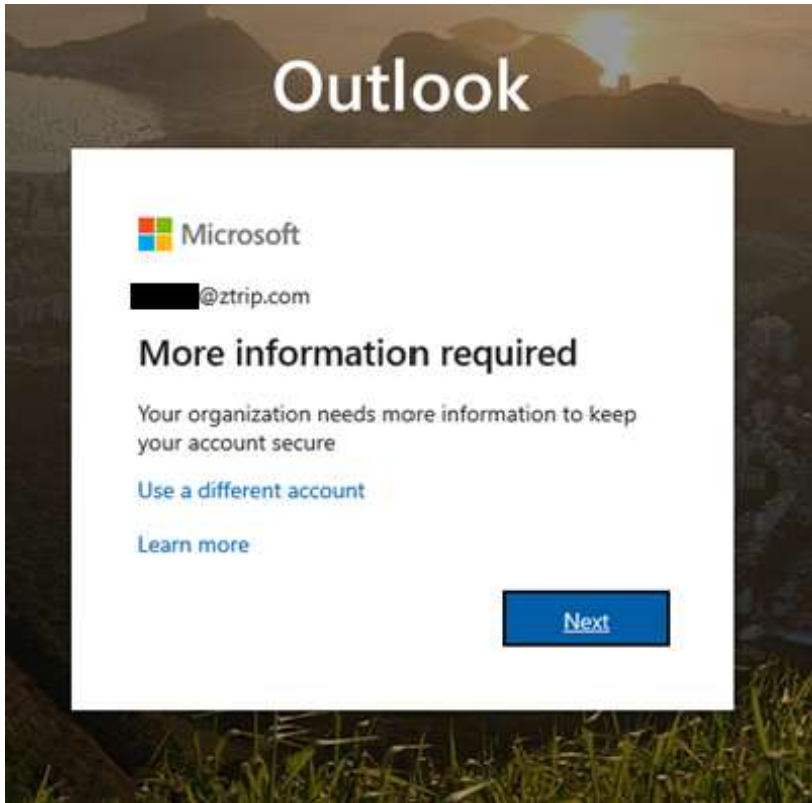


WHC Microsoft Office365 - Enrolling in Self Service Password Reset (SSPR)

To be able to reset your email password, you must first enroll. To do so, open your preferred internet browser (Microsoft Edge, Internet Explorer, Chrome, Firefox...etc) and explore to this website: outlook.office365.com. Select or enter your email address if it does not auto populate, then enter your password. Upon doing so, you will reach the screen below. Select Next.



You will have two options to enroll with; email, phone (text), or both. In the example below, we have selected phone. Choose the phone number region then enter the full 10-digit phone number in the field below. Select the preferred communication method, in this case we will choose 'text me'.



don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

[REDACTED]

text me

call me

back

Enter the code you received via text or call and click 'verify'.



don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

text me

call me

We've sent a text message containing a verification code to your phone.

503363

verify

try again

back

You have successfully enrolled via one method and can now either select 'finish' or also enroll via another method as a backup, in case your phone or email is unavailable. Now you can use the SSPR function in the event that you forget your email password.



don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to [+1 \[REDACTED\]](#) [Change](#)

! Authentication Email is not configured. [Set it up now](#)

finish

cancel