

# Reset Password on Office 365



1. Login to [portal.office.com](https://portal.office.com) using your email address and network password.

2. You will be prompted for Multi Factor Authentication (MFA). Depending on MFA information that was set previously, authenticate using one of the displayed options.

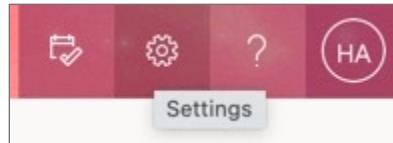
3. Once successfully authenticated, Office 365 will load. Below the address bar of your browser you will see the Office 365 menu bar.



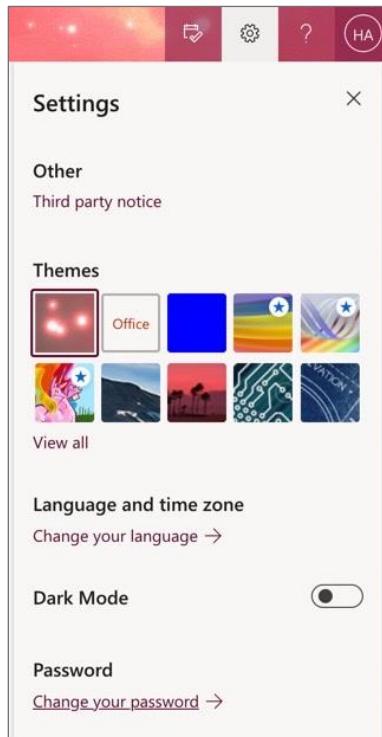
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4. On the right side of the menu bar, click on the Settings icon.



5. Click on "Change your password."



6. Enter your current and new password and click on "Submit."

Change password

User ID  
@carnival.com

Old password  
\*\*\*\*\*

Create new password  
\*\*\*\*\*

Confirm new password  
\*\*\*\*\*

**Submit** **Cancel**

# Reset Password on Office 365



Upon successfull password change, you will be prompted to login using your new password and Multi Factor Authentication (MFA).

7. Enter your new password and click "Sign In."

Microsoft  
@carnival.com

**Enter password**

Because you're accessing sensitive info, you need to verify your password.

Password

[Forgot my password](#)

[Sign in with another account](#)

**Sign in**