

Reset Password on Office 365



1. Login to portal.office.com using your email address and network password.

Microsoft
Sign in
@carnival.com
No account? [Create one!](#)
Can't access your account?
[Back](#) [Next](#)

Microsoft
← @carnival.com
Enter password
Password
[Forgot my password](#)
[Sign in](#)

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.

Microsoft
@carnival.com
Verify your identity

Approve a request on my Microsoft Authenticator app

123 Use a verification code from my mobile app

Text +X XXXXXXXX13

Call +X XXXXXXXX13

[More information](#)

[Cancel](#)

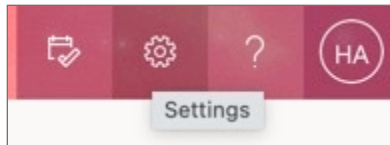
3. Once successfully authenticated, Office 365 will load. Below the address bar of your browser you will see the Office 365 menu bar.



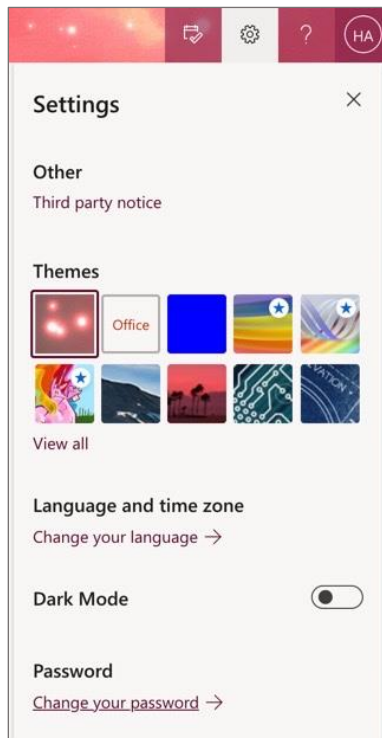
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4. On the right side of the menu bar, click on the Settings icon.



5. Click on "Change your password."



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

Change password

User ID
[redacted]@carnival.com

Old password
[password field]

Create new password
[password field]

Confirm new password
[password field]

Reset Password on Office 365



Upon successful 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