

# Microsoft Office 365 Forgot Password

## Overview

If you forgot your Office password, you can reset it using the self-service password reset option. Follow these steps to regain access to your account. This is to reset your Microsoft Office 365 password only and will not reset your McLennan Community College password used for your employee or student email, Brightspace, or MyMCC applications.

## Getting Started

### Resetting Your Password

1. Go to [office.com](https://office.com).
2. Enter your email address and select "Work or school account."
3. Click "Forgot my password."
4. Enter the characters shown in the image or listen to the audio prompt, then click "Next."
5. Choose a verification method: email or phone.
  1. Using email:
    - Select your recovery email and click "Next."
    - Click "Email" to receive a verification code.
    - Enter the code sent to your email and click "Next."
  2. Using phone:
    - Enter your phone number and click "Text."
    - Enter the verification code sent to your phone and click "Next."
6. Enter your new password and confirm it.
7. Try logging into your account with the new password.

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Revision #1

Created 6 March 2025 22:40:44 by Jeremy Lindley

Updated 6 March 2025 22:48:52 by Jeremy Lindley