HAWKPOINT TECHNOLOGIES

Office 365 Password Update Process

All Office 365 users periodically need to update their passwords for security reasons.

To ensure your account is safe, secure passwords should be created. A secure password is one that is unique and uses ALL of these rules:

- At least 16 character
- Contains capital letters
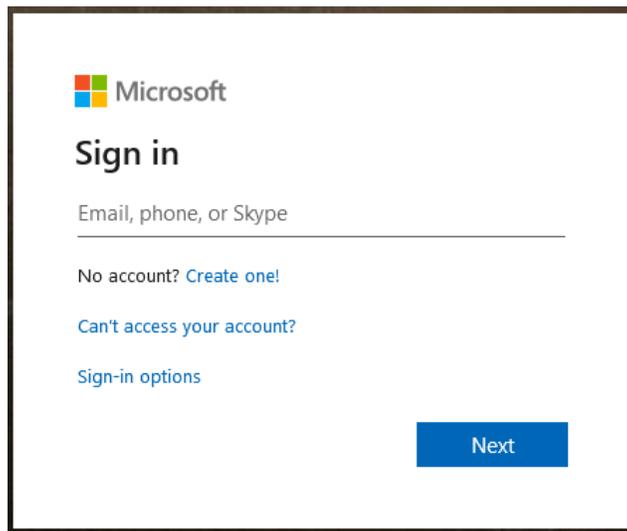- Numbers
- Special characters

In general, using phrases or a string of nouns can be helpful when creating passwords. For example, "TheCuttingBoardIsTooSmall5%". This password will be very easy to remember but very hard to guess.

The single most important component to secure passwords is ensuring that each website uses a unique password. Reusing passwords helps hackers. If one site gets hacked and you have that password used for other accounts that means that all of those accounts are also vulnerable.

All business passwords should be unique and not in use for any other business or personal websites. **Failure to comply with these standards can result in data breaches**.

Password Update Process

When an administrator requests an Office 365 password update, please follow these steps to comply. To start your password update, please navigate to https://portal.office.com and enter your email address and password. Then click "Next".

If your account is flagged for a password update, you will see a message similar to the one below. Click Next to begin the setup process. Please enter your current password and enter your new password.
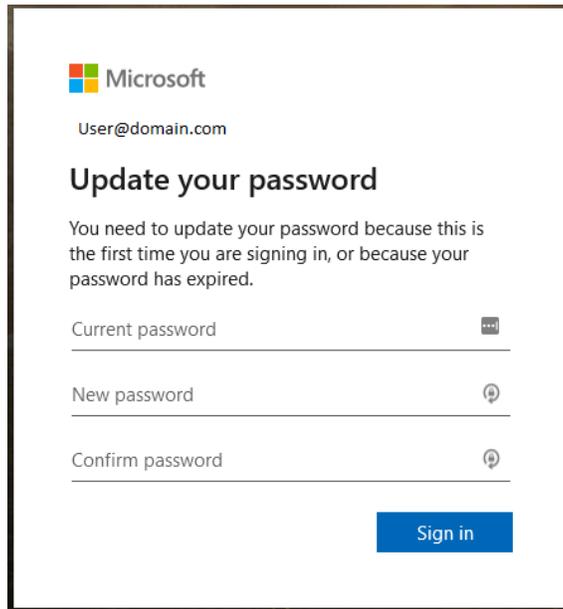
You may opt to remain logged in if you are using a secured computer that only you have access to. If that is the case, click the "Don't show this again" checkbox and click "Yes".
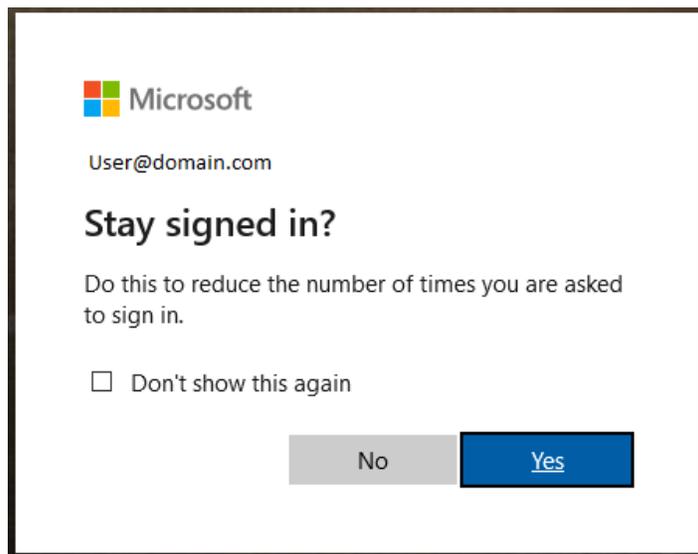
Once complete, Microsoft applications like Outlook, Teams, OneDrive, etc will request the new password after a period of time and will function normally once the new password is provided.