How Do I Reset My UNCSA Password via OWA?

Answer:

1. To reset your password via Outlook OWA, you must first register for self-service password reset.
   a. When registering for the self-service password reset, you must have two security methods in place so as to be able to reset your password; the recommended reset methods are personal e-mail account and cell phone.
2. Once you have registered your password reset methods, you may now proceed to reset your password online. For further reference, please see Microsoft's Password Reset guide.
3. If you do not need to reset your password but would like to change it before it expires:
   a. Log in to your Outlook account through the Office 365 Website.
   b. Navigate to your Profile Tab and Click View Account.
   c. On the Account page, click Password > Change Password.
   d. Change your password using the criteria below:

Office 365 Password Requirements

The password requirements for Office 365 are as follows:

• Passwords must be at least eight characters long.
• Passwords can have a maximum of 16 characters.
• Passwords can't contain the user's account name or parts of the user's full name that exceed two consecutive characters.

Passwords must contain characters from three of the following four categories:

• Uppercase letters (A through Z)
• Lowercase letters (a through z)
• Numbers (0 through 9)
• The following non-alphabetic characters: `~ ! @ # $ % ^ & * ( ) _ + - = { } | \ [ ] \ : " ; ' < > ? , . /

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