

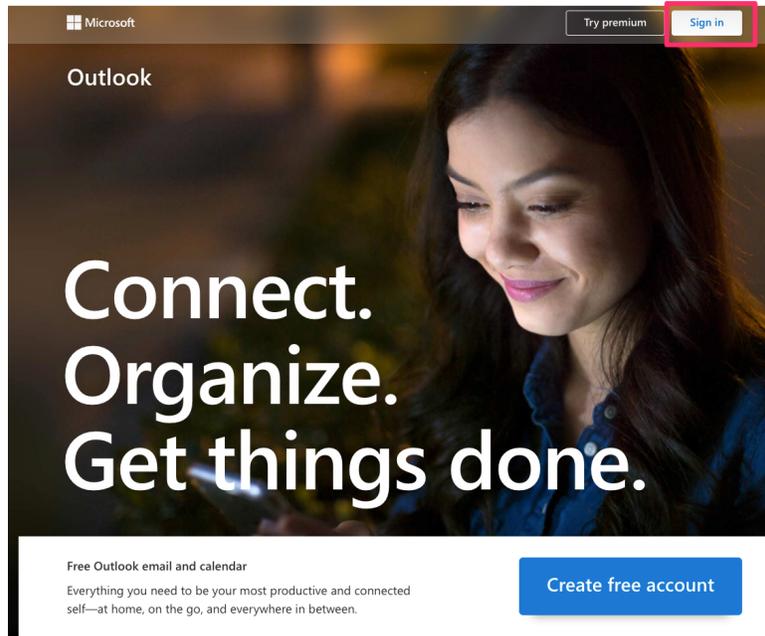


Cambio de contraseña en Microsoft 365
Manual

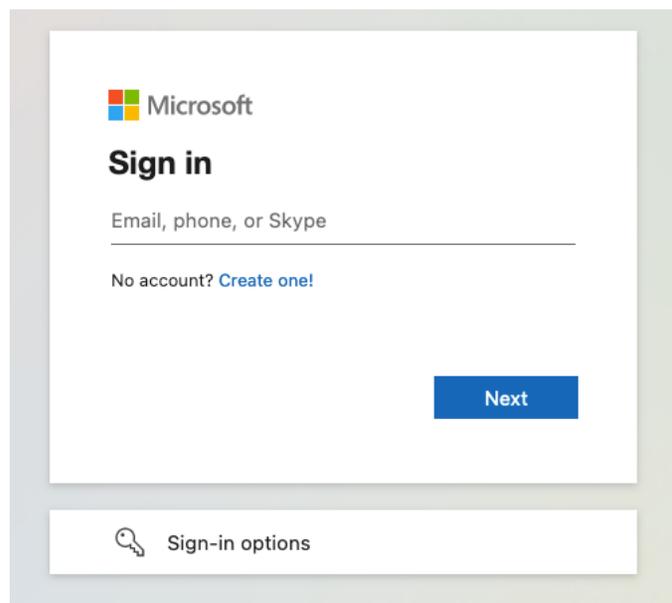
Olvidé mi contraseña

Wired IT no tiene manera de saber la contraseña de correos laborales, por temas de seguridad se recomienda que cada persona se haga responsable de su cuenta y contraseña.

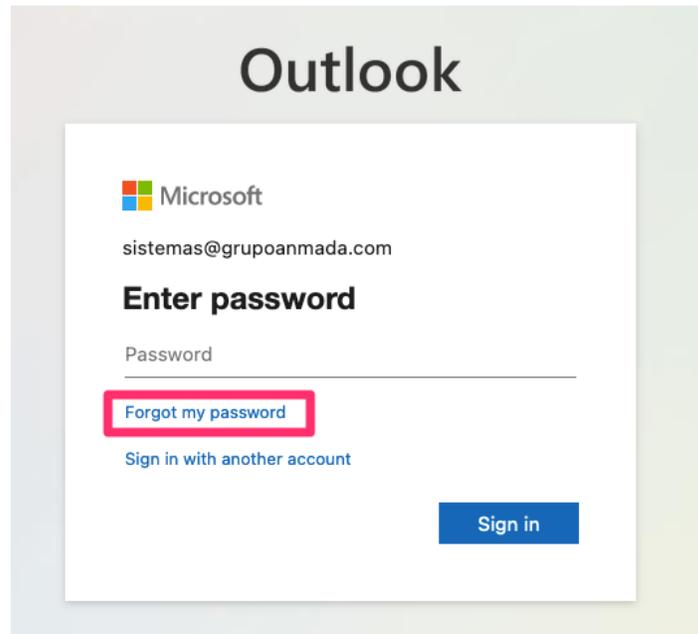
1.- Entrar directamente a <https://outlook.live.com/owa/> y da clic en el botón para iniciar sesión que se encuentra en la parte superior derecha



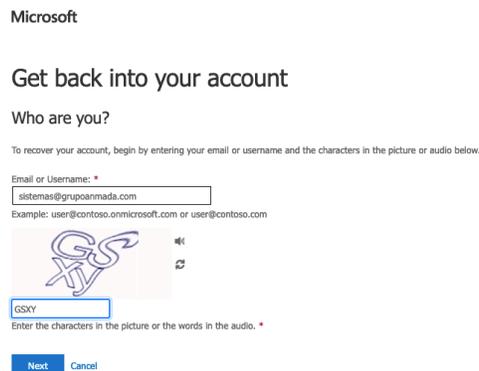
2.- Introduce el correo electrónico del cual quieres restablecer la contraseña



3.- Da clic en “Olvidé mi contraseña”



4.- Vuelve a introducir el correo electrónico del cual quieres restablecer la contraseña y el código que te proporciona la imagen



5.- Selecciona alguna de las alternativas para restablecer tu contraseña. Nota: Serán dos veces
Ejemplo: En este caso seleccionamos el celular y nos llegará un código para verificar

The first screenshot shows the Microsoft account recovery page with the title 'Get back into your account'. Below the title, it says 'verification step 1 > verification step 2 > choose a new password'. The main instruction is 'Please choose the first contact method we should use for verification:'. There are four radio button options: 'Email my alternate email', 'Text my mobile phone' (which is selected), 'Call my mobile phone', and 'Approve a notification on my authenticator app'. Below these options, there is a text input field for 'Enter your phone number' and a 'Text' button. A 'Cancel' link is at the bottom left.

The second screenshot shows the same page but with the 'Text my mobile phone' option selected. A message on the right says 'We've sent you a text message containing a verification code to your phone.' Below this, there is an input field for 'Enter your verification code' and a 'Next' button. A 'Cancel' link is at the bottom left.

5.- Ingresa tu nueva contraseña

- Recuerda no compartir tu contraseña con nadie

The screenshot shows the Microsoft account recovery page with the title 'Get back into your account'. Below the title, it says 'verification step 1 ✓ > verification step 2 ✓ > choose a new password'. The main instruction is '* Enter new password:'. There is a text input field for the new password, followed by a 'Password strength' indicator. Below this, there is another text input field for '* Confirm new password:'. At the bottom, there are 'Finish' and 'Cancel' buttons.

6.- Listo, se ha restablecido tu contraseña y ya podrás iniciar sesión

The screenshot shows the Microsoft account recovery page with the title 'Get back into your account'. Below the title, there is a green checkmark icon followed by the text 'Your password has been reset'. Below this, there is a link that says 'To sign in with your new password, [click here](#).'