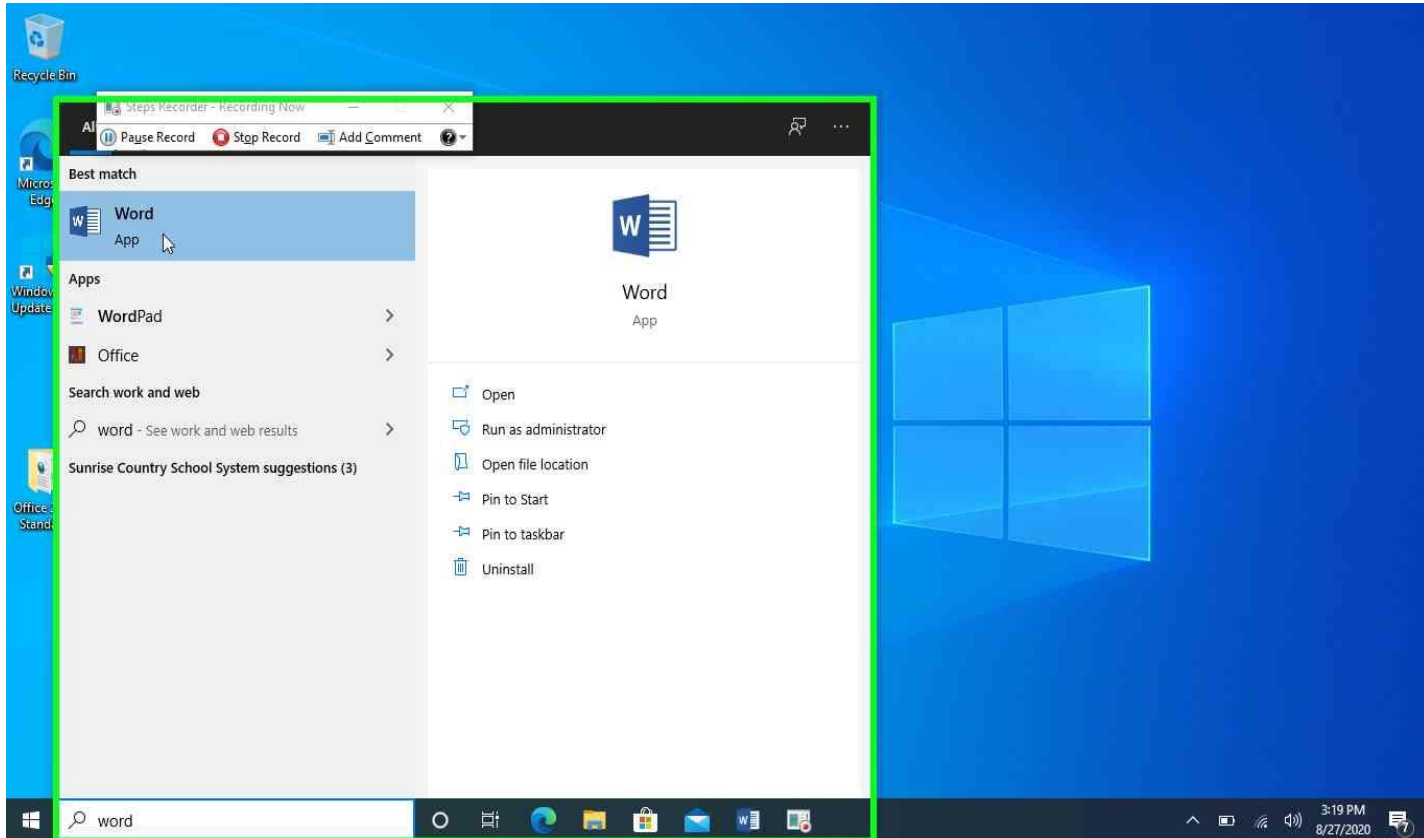
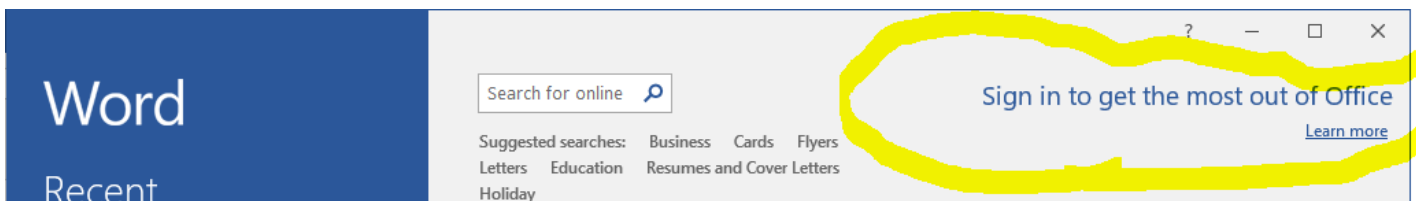


Signing into Microsoft Office and Creating a New Password for your PC

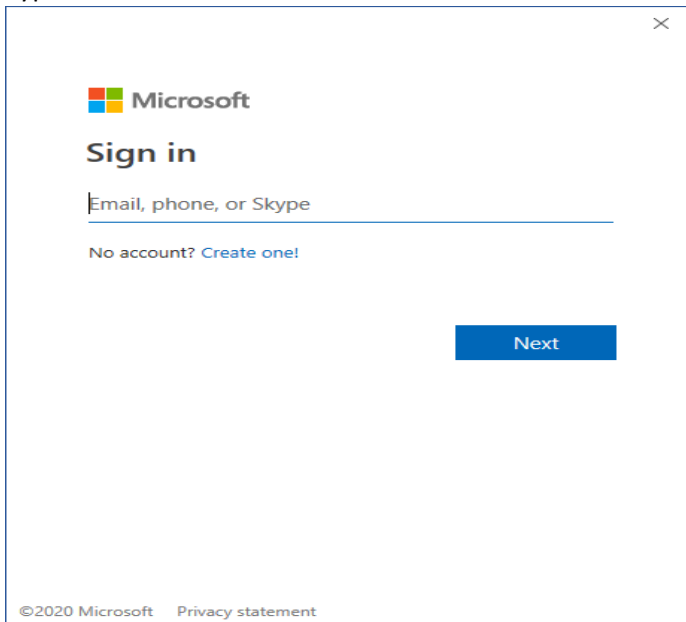
1. Login into computer using username and temporary password.
2. In the search bar on the Windows taskbar type Word



3. Click on Word to open
4. Up at the top of the window in Word click Sign in to get the most out of Office



5. Type the username into the box



A screenshot of the Microsoft Sign in page. At the top left is the Microsoft logo. Below it is the text "Sign in". Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "No account? Create one!". At the bottom right of the main content area is a blue button labeled "Next". At the very bottom left of the page, there is small text: "©2020 Microsoft Privacy statement".

6. Click Next
7. Type the temporary password

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

8. Click Sign in
9. You will be asked to change the password. Type in the temporary password into the first line and then the new password into lines 2 and three.

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

10. Click Sign in
11. You have successfully updated your password and will be able to use this password on your next login to the computer.