



Reset Office365 password (Microsoft365)



User management

Name-day **Matúš** 4

Step 1

- Personal data
- Person in AIS2
- User management**
- Documents
- Messenger
- Studies overview
- Study programmes
- Courses database
- Schedule
- Date intervals
- Electronic noticeboard
- Requests for accommodation
- Accommodation overview
- List of candidate's applications
- Register for examination
- Person search
- Graduates

▼ 4VL-GM12a - General Medicine (2020/2021)

- ▼ Study properties
- ▼ Study control
- School fees and charges
- Scholarships
- Granting of consent

▼ **My schedule**

- Winter semester 2020/2021
- Summer semester 2020/2021
- New schedule view

▼ **My enrollment, my registration forms**

- ▼ 2020/2021 - VL-GM - General Medicine, year: 4
Unconfirmed enrollment
- ▼ 2019/2020 - VL-GM - General Medicine, year: 3
Date of enrollment: 1.9.2019, Closed enrollment WS - Yes, SS - Yes
Electronic enrollment - confirmed at: 3.9.2019



Reset Office365 password

Navigation bar: Personal data | User settings | Profil | **Change password** | Quick links | Application settings

Reset Office365 password

Item	Value
Your password is valid until	
Number of allowed logins after expiration	

1 / 2

Good password

1. make it lengthy
2. contains also other signs than a-z A-Z
3. password cannot be found in the dictionary
4. person who can write quickly, best when alternating both hands
5. easy to remember

Old pass.

New pass. **Save new password**

New pass.



Reset Office365 password

Reset Office365 password

Item	Value
Your password is valid until	21.09.2021
Number of allowed logins after expirat...	2 / 2

1 / 2

Good password

1. make it lengthy
2. contains also other signs than a-z A-Z
3. password cannot be found in the dictionary
4. person who can write quickly, best when
5. easy to remember

Warning

Do you really wish to reset your password in Office365?

Step 3



Reset Office365 password

Reset Office365 password

Item	Value
Your password is valid until	21.09.2021
Number of allowed logins after expirat...	2 / 2

1 / 2

Good password

1. make it lengthy
2. contains also other signs than a-z A-Z
3. password cannot be found in the dictio
4. person who can write quickly, best wh
5. easy to remember

Message

✓ Password change request was submitted successfully.

OK

Step 4



Reset Office365 password

Name-day **Matúš**

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▶ Messages about course assessments (17)

▶ Messages about examination dates (139)

▶ Messages about discussion comments (347)

▶ Messages about documents (170)

▼ Other messages (1)

- 21.9.2020 15:20:13 - Your email login: [redacted], Password: [redacted] Access to email: <https://outlook.office.com>. More information you will find at <https://www.upjs.sk/how-to/ema>

◦ [Open Messenger application](#)

New password



Email/Office 365 (Microsoft 365)

