**Password Reset Directions**

<https://login.microsoftonline.com/>

1. Follow the link above and select your email account or Use another account if you do not see your email listed. (Faculty/staff will use rlc.edu email; students will use warriormail.rlc.edu)





1. Enter your current password. If you do not remember it, click *reset it now*

 

If you selected *Reset it now*, enter your full email address. Complete the captcha and click *Next*.

 

1. Select the preferred method of contact. If email is chosen, enter an email address you have access to anytime. Click *Email*. Go to that email account to retrieve the verification email.

 

1. Choose the second method of contact.

 

1. Once verification is complete, you can reset your password. Click on the *Password* tile and click Change Password.
2. Click *Update Info* to change your phone number or update your email address.



1. After the initial setup, should you need to change your password, select the account, then click on the settings gear on bottom left of page, click on *Settings*, and *Change your password*.

 

