

Leclerc, Angela

From: DII - O365 Project
Sent: Thursday, February 04, 2016 3:32 PM
To: DII - O365 Project
Cc: DII - Service Desk Information
Subject: Change Password feature now enabled for Users in Office 365 Online Portal (SAS, VCJTC, VCW, VLC, VRB, VTHR)

What: Change Password feature now enabled for Users in Office 365 Online Portal

Because you have been designated as a G3 licensed user within Microsoft Office 365, we are pleased to announce that the ability to change your password has been enabled in the O365 Online Portal. In addition, there is a new feature available for Self Service Password Recovery.

(If you have a desktop computer connected to the State's network, you can still change your password the traditional way – with CTRL ALT DEL – see <http://dii.vermont.gov/sites/dii/files/PDF/Support/How-to-change-your-password.pdf>)

When: For All Office 365 Migrated Users -- Effective immediately

What do I need to do?

There is a new feature for self-service password recovery feature available to you. However, you must first set up your challenge questions in order for this to work. Please follow the instructions provided on this webpage: <http://dii.vermont.gov/sites/dii/files/PDF/Support/O365-Reset-Your-Password.pdf> This document also includes instructions on how to change your password when you are logged in to the portal.

****NOTE:** This feature is not available for all users of Office 365. If you are unable to reset your password in the Office 365 online portal and receive an error, it will need to be reset through your desktop computer (by following these instructions: <http://dii.vermont.gov/sites/dii/files/PDF/Support/How-to-change-your-password.pdf> or calling your IT Helpdesk for a password reset.

If you have any questions or concerns, please contact the DII Service Desk or submit LANDesk ticket.

For more information regarding the Office 365 Project, please go to our website: http://dii.vermont.gov/news_issues/projects/office365

DII Office 365 Team

DII - O365 Project <DII.O365Project@vermont.gov>