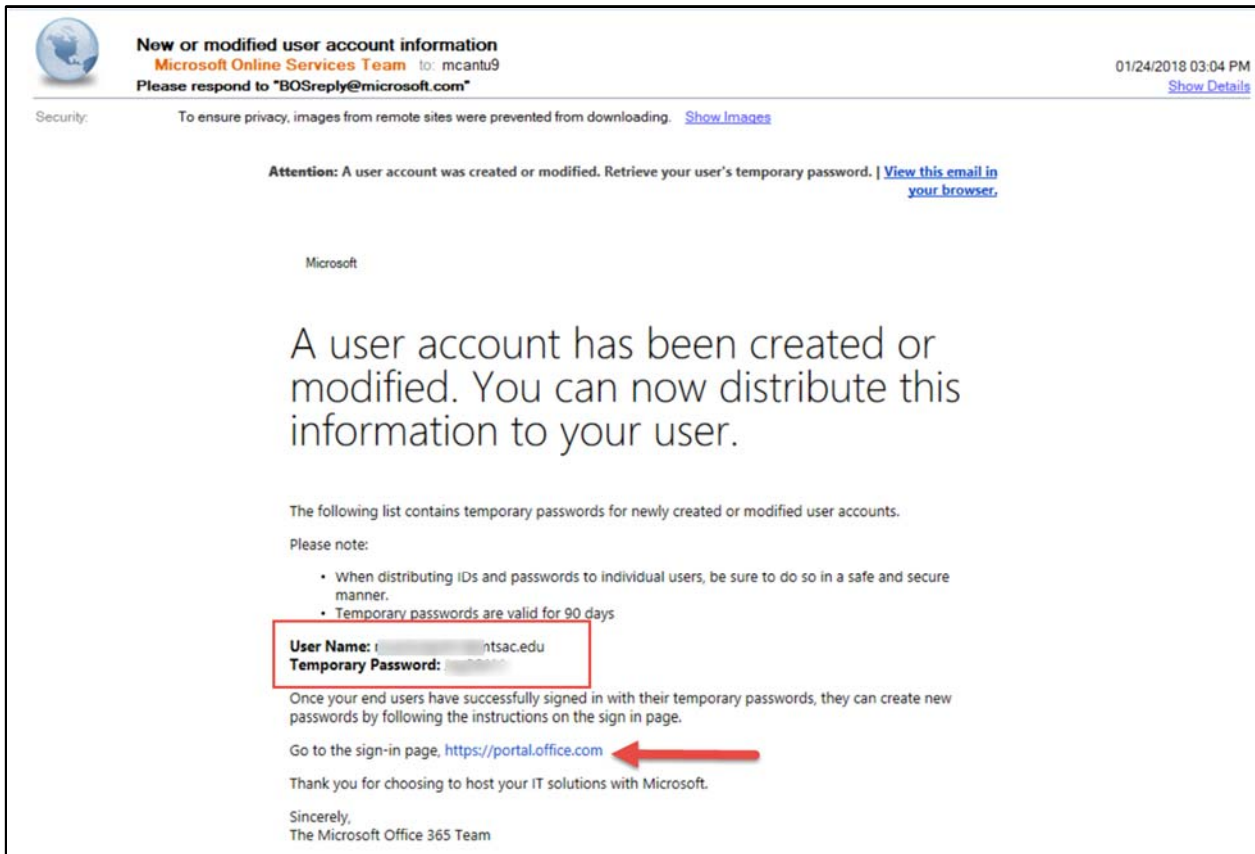


Retiree Account – Office 365 Initial Login

1. Log into your Lotus Notes web account. Look for the email from: **Chris Schroeder**, subject: **New or modified user account information**.

Make note of the **User Name** and **Temporary Password**. Go to the Microsoft Office sign in page: <https://portal.office.com>.



The screenshot shows an email from the Microsoft Online Services Team. The subject is "New or modified user account information". The email body contains the following text:

Attention: A user account was created or modified. Retrieve your user's temporary password. | [View this email in your browser.](#)

Microsoft

A user account has been created or modified. You can now distribute this information to your user.

The following list contains temporary passwords for newly created or modified user accounts.

Please note:

- When distributing IDs and passwords to individual users, be sure to do so in a safe and secure manner.
- Temporary passwords are valid for 90 days

User Name: i[redacted]ntsac.edu
Temporary Password: [redacted]

Once your end users have successfully signed in with their temporary passwords, they can create new passwords by following the instructions on the sign in page.

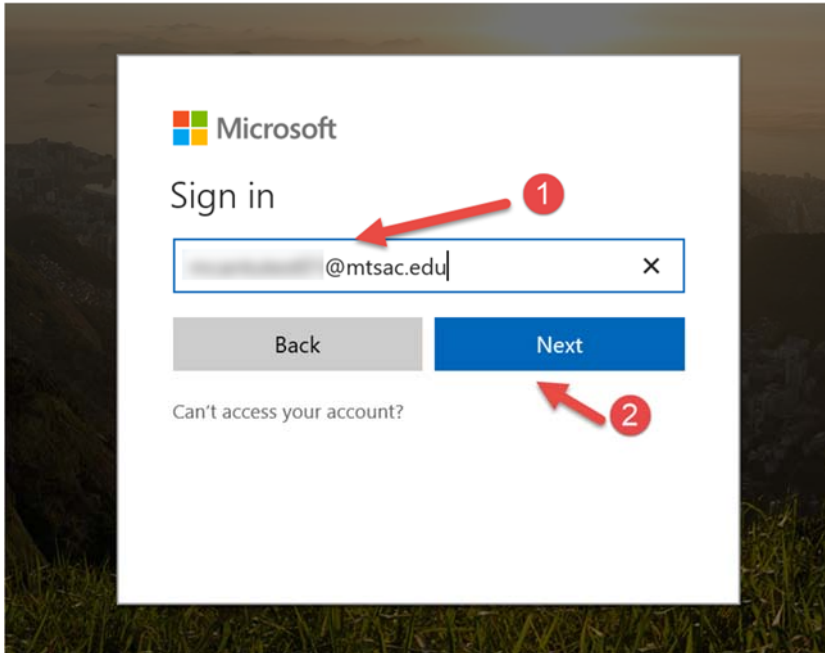
Go to the sign-in page, <https://portal.office.com> ←

Thank you for choosing to host your IT solutions with Microsoft.

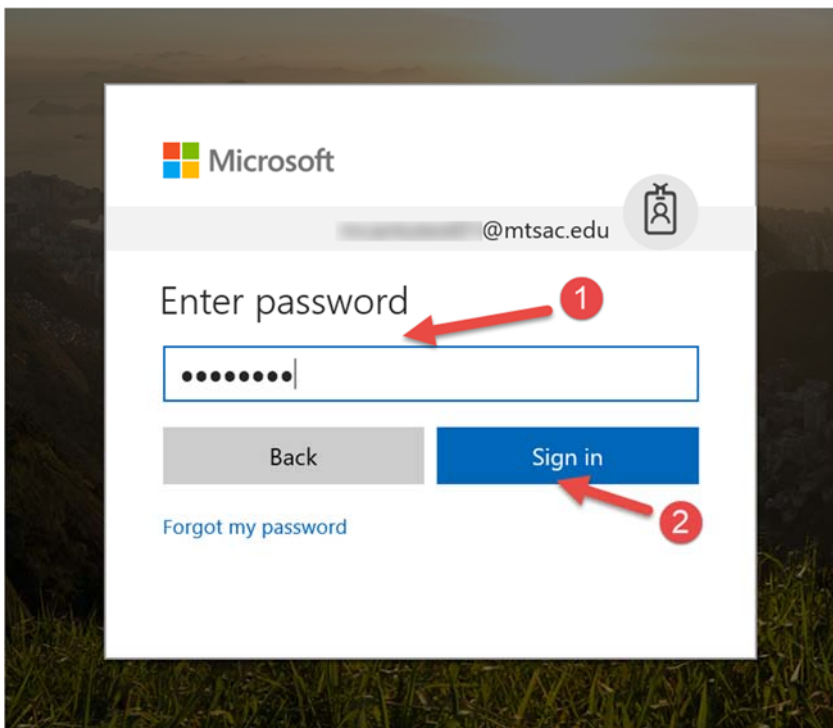
Sincerely,
The Microsoft Office 365 Team

Retiree Account – Office 365 Initial Login

2. Enter your **User Name (Sign In)** and select **Next**.



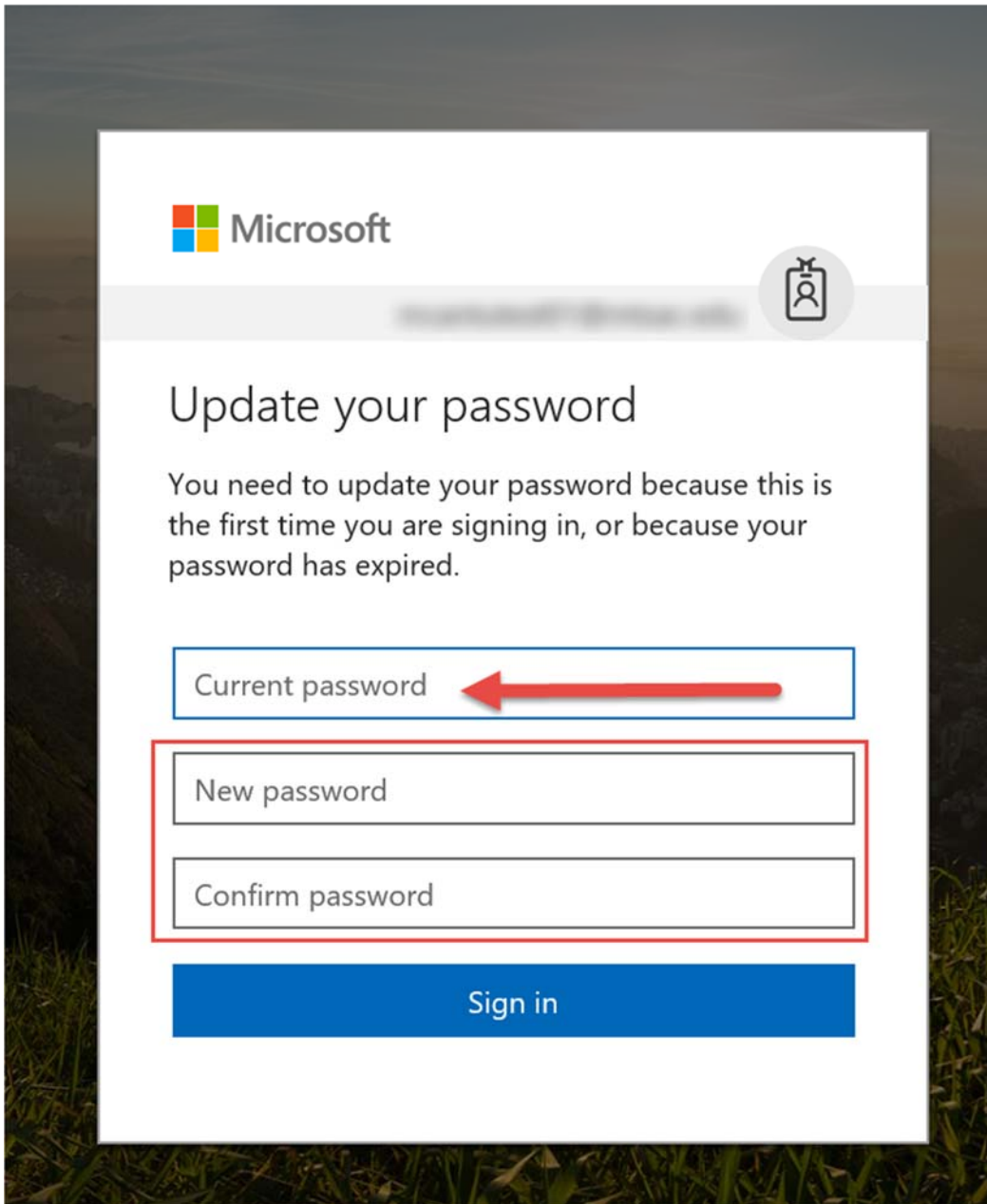
3. Enter your **Temporary Password** and select **Sign In**.



Retiree Account – Office 365 Initial Login

4. You will be prompted to update your password. Enter your Temporary Password (from step 3) under Current Password.

Enter a **New Password** -> **Confirm password**, select **Sign In**.



Microsoft

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

Retiree Account – Office 365 Initial Login

5. You will have access to your new Office 365 mail account and suite of products.

