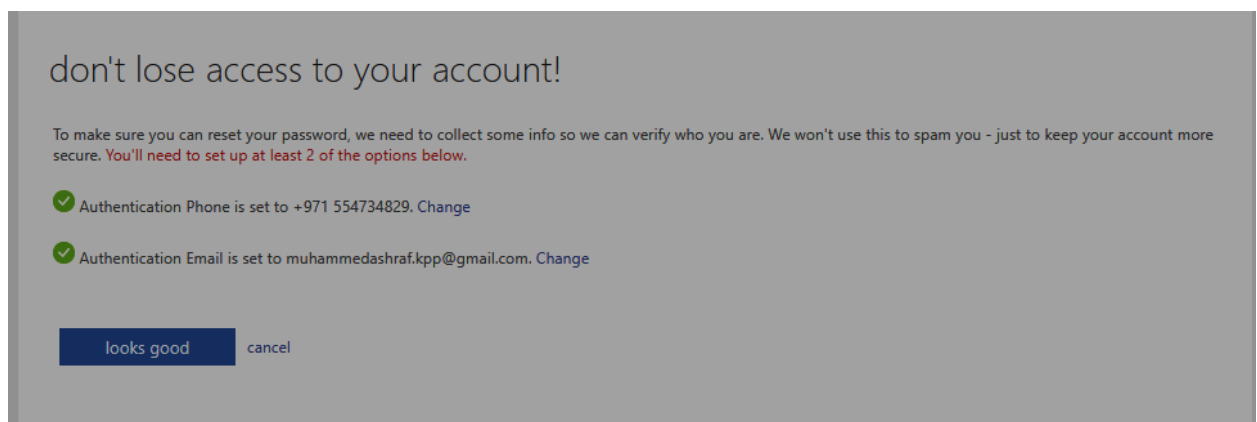


Guidelines for how to recover your Password in the school's Microsoft programmes.

If you have forgotten your password, do each of these steps:

1. Type portal.office.com
2. Enter your email and password.
3. The following screen will appear. Here you can set your recovery mobile and email.



4. The OTP will send to your mobile and Email.
5. Verify the OTP.
6. After the verification, you can reset the password with your recovery mobile and email. You can click on the "Forgot password". This will enable you to reset password.
7. If you are not getting the setting with portal.office.com, then you can try with aka.ms/ssprsetup