

HOW TO ACCESS YOUR MICROSOFT ACCOUNT IF YOU FORGOT YOUR PASSWORD

If you forgot the password you use to sign in to your Microsoft account, you might need to reset it.

To reset your password:

1. Go to the [Reset your password page](#).* (This link will take you to a Microsoft page.)
2. Choose the reason you need your password reset, then click **Next**.
3. Enter the Microsoft account email address you're trying to recover.
4. Enter the characters you see on the screen, then click **Next**.
5. Microsoft will send a one-time code to the phone number or email address you gave them when you created your Microsoft account. After you enter the code on the next screen, you'll be able to create a new password.

*the official link is: <https://account.live.com/password/reset>