

Configuring Self-service password reset policy

1. From 365 Admin Center click on **Settings**, click on **settings** a second time and select the **Security and Privacy Tab**.
2. Select **Self Service Password Reset** link
3. Click on the **Go to Azure portal** link
4. Select **Self Service Password Reset** link
5. Scroll down to the bottom of the screen and click **Configure**
6. Click on **No Users Selected**, click on **Diego** then click **Select**
7. Click on **Enable**
8. **Close the SSPR window**
9. **Close the self service password reset page in the address bar**
10. **Close the self service reset page**

Click on Next to move onto Authentication methods

1. Select users. Select Diego's name.
2. Click on Authentication and enter the email superuser@onmicrosoft.com
3. Click on Save. Close the window.