

Self Service Password Reset Practice

Using multifactor Authentication

Pratice: Setting up the password reset for a user

1. Create two users, and make sure you have an alternate Email address for the user you will use for the test.

1. Follow the instructions outlined in

Azure self service password  located in Class Schedule in your portal...)

You can leave out the security options for this test exercise.

*After you have enabled password reset and authentincation for one of the users you can sign out of your account and sign in as the user following the instructions in **Self Service password reset practice using Email** located in your Portal Mcsa2.....)*

Microsoft Azure




abbie@m365x21744547.onmicrosoft.com

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)



[Next](#)

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Email

What email would you like to use?

Enter email

Next

[Skip setup](#)

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Email

What email would you like to use?

jimfrancis@fsss.edu.bb

Next

[Skip setup](#)

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Email

We just sent a code to jimfrancis@fsss.edu.bb

Go to the email and get the code

[Resend code](#)

Next

[Skip setup](#)

Contoso account email verification code External Inbox x

msonlineservicesteam@microsoftonline.com
to me ▾

16:38 (1 minute ago)

Verify your email address

Thanks for verifying your tom@M365x21744547.onmicrosoft.com account!

Your code is: 801408

Sincerely,
Contoso

Microsoft Corporation | One Microsoft Way Redmond, WA 98052-6399

This message was sent from an unmonitored email address. Please do not reply to this message.

[Privacy](#) | [Legal](#)

Microsoft

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Email

We just sent a code to jimfrancis@fsss.edu.bb

801408

[Resend code](#)

Next

[Skip setup](#)

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



Email
jimfrancis@fsss.edu.bb



Done

Microsoft Azure



tom@m365x21744547.onmicrosoft.com

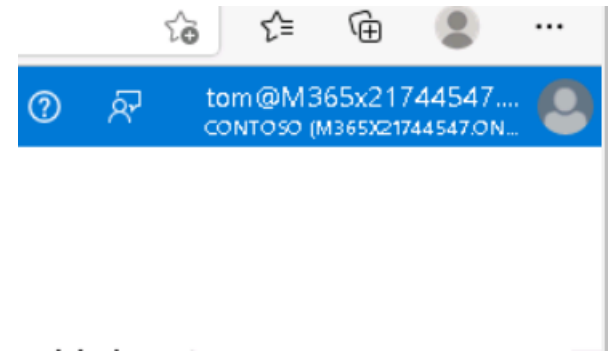
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes



You can see that you are now signed in as Tom. In the next slide you will pretend to forget the Password. Sign out of Tom and try signing in again.



← tom@m365x21744547.onmicrosoft.com

Enter password

Password

[Forgot my password](#)

Sign in

Company branding image

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. *

Next

Cancel

Company branding image

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

tom@m365x21744547.onmicrosoft.com

Example: user@contoso.onmicrosoft.com or user@contoso.com



PPPYdVW

Enter the characters in the picture or the words in the audio. *



Next

Cancel

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

You will receive an email containing a verification code at your alternate email address (j*****@fsss.edu.bb).



Cancel

msonlineserviceteam@microsoftonline.com

to me ▾

16:53 (0 minutes ago)



Verify your email address

Thanks for verifying your tom@M365x21744547.onmicrosoft.com account!

Your code is: 338721

Sincerely,
Contoso

Microsoft Corporation | One Microsoft Way Redmond, WA 98052-6399

This message was sent from an unmonitored email address. Please do not reply to this message.

[Privacy](#) | [Legal](#)

Microsoft

↩ Reply

➦ Forward

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

We've sent an email message containing a verification code to your inbox.



Next

[Are you having a problem?](#)

[Cancel](#)

Company branding image

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

Password strength

* Confirm new password:

Finish

Cancel

A strong password is required. Strong passwords are 8 to 256 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

Microsoft

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

strong

* Confirm new password:

Finish

Cancel

Microsoft



Get back into your account

✔ Your password has been reset

To sign in with your new password, [click here](#).

Save password



Keep track of all your passwords in one convenient location with password manager

Save

Never