How to reset password with Office365
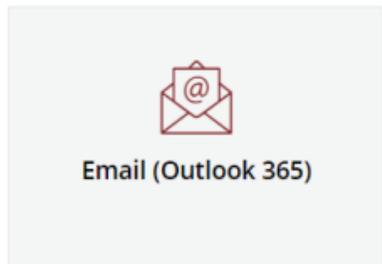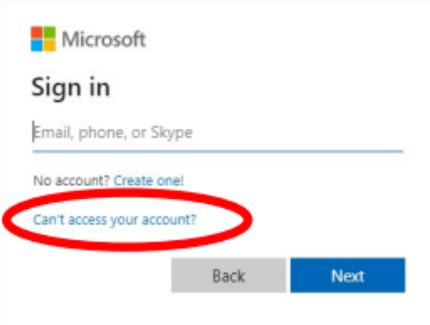
Office 365

1. Head to Dar Al-Hekma website [dah.edu.sa](dah.edu.sa)
2. Then select Students or Faculty & Staff

3. Click on Email

Email (Outlook 365)

4. Click on "Can't access your account?"

Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Back   Next

5. Select "work or school account"

6. Enter your DAH email and the shown characters in the image

7. Select **I forgot my password** to reset your password.

Microsoft

Get back into your account

Why are you having trouble signing in?

- ⦿ I forgot my password
  No worries, we'll help you to reset your password using the security info you registered with us.

- ○ I know my password, but still can't sign in
  This might happen because you tried signing in with an incorrect password too many times.
  If you choose this option, you'll keep your existing password and we'll unlock your account so you can sign in again.

Next   Cancel

8. Select the second option to unlock your account.

Microsoft

Get back into your account

Why are you having trouble signing in?

- ○ I forgot my password
  No worries, we'll help you to reset your password using the security info you registered with us.

- ⦿ I know my password, but still can't sign in
  This might happen because you tried signing in with an incorrect password too many times.
  If you choose this option, you'll keep your existing password and we'll unlock your account so you can sign in again.

Next   Cancel

9. Enter the verification code sent to your Mobile number or on the Authentication App

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

○ Enter a code from my authenticator app

Enter the code displayed in your authenticator app.

[Enter your verification code]

Next

10. Enter the new password following the password policy:

–Minimum of 8 characters
–One lowercase character at least
–One uppercase character at least
–One number at least

Get back into your account

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

* Enter new password:

* Confirm new password:

Finish   Cancel

11. Then press on "click here" to sign in with the new password.

Microsoft

Get back into your account

✓ Your password has been reset

To sign in with your new password, click here.