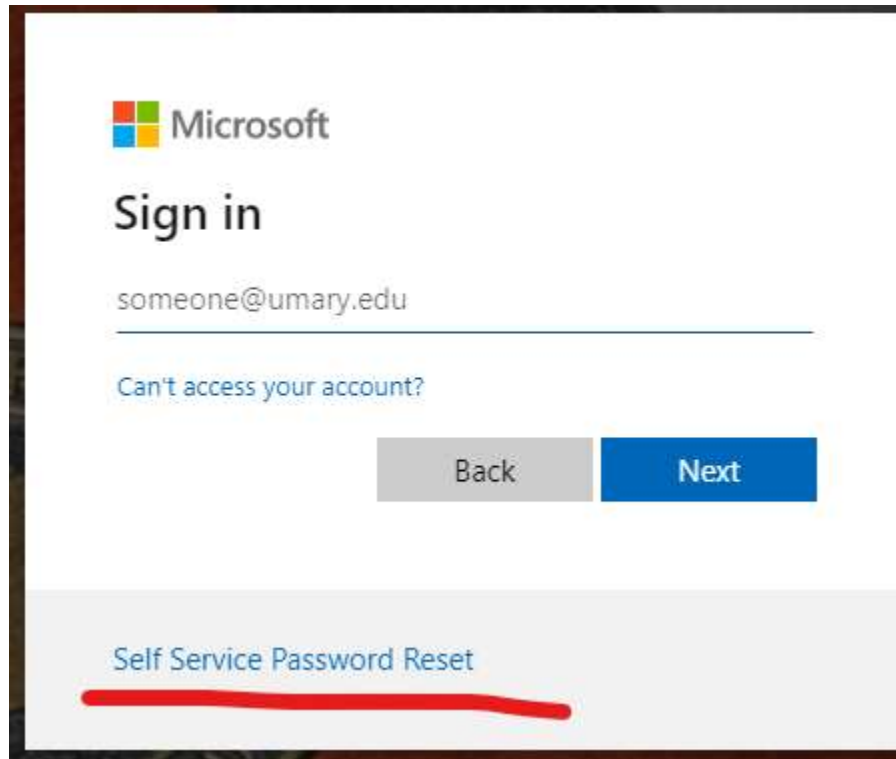
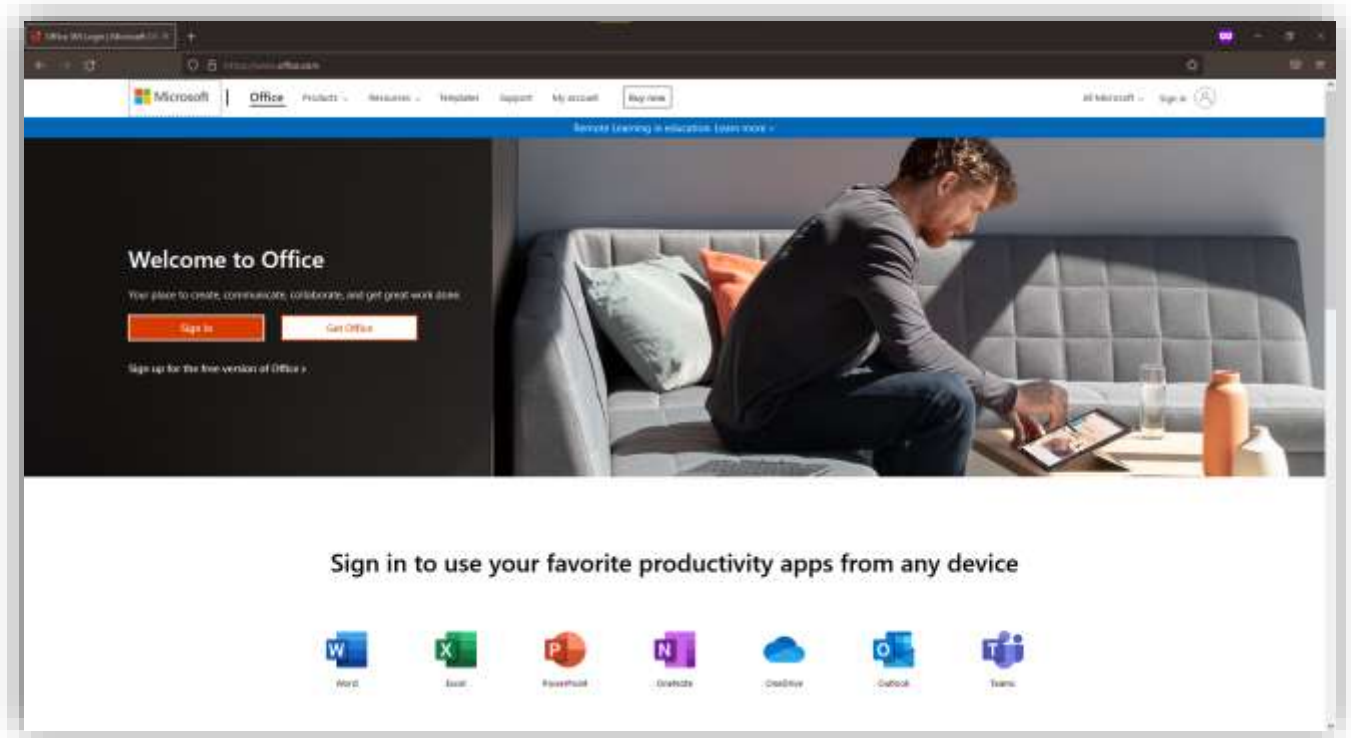


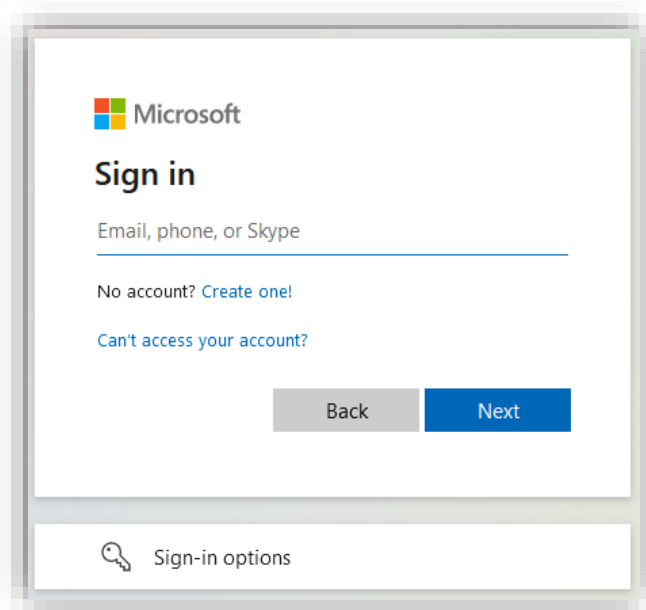
## Advanced Setup for “SELF SERVICE PASSWORD RESET” (Forgot Password) For Canvas/UMary Webmail



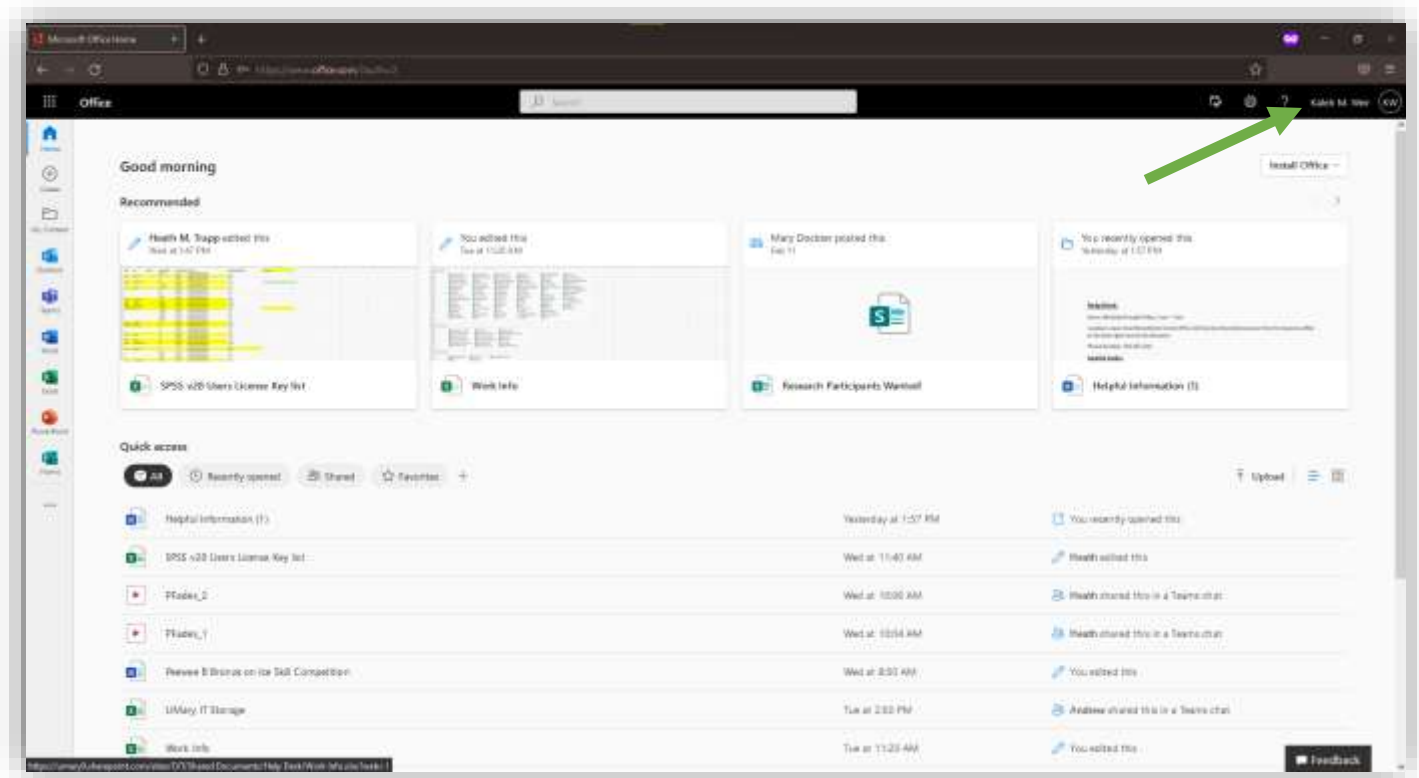
### Password Security Info & Reset Instructions



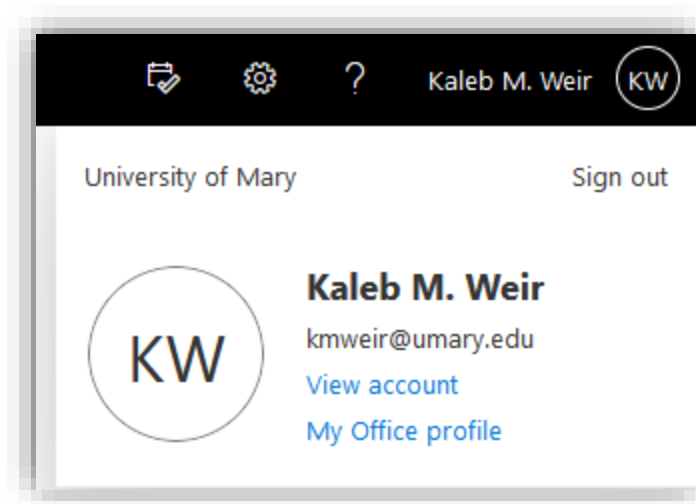
1. Go to <https://office.com> and click “Sign in” in the top right corner



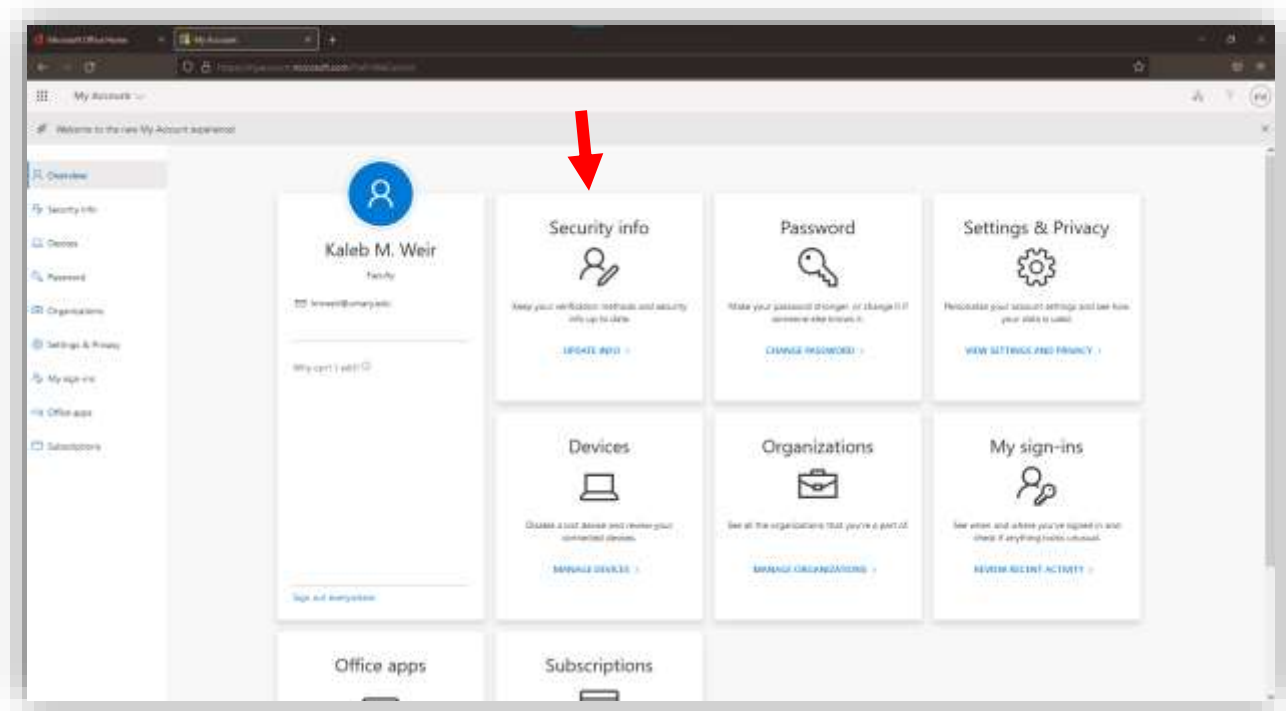
2. Sign in with your UMary email and password



3. In the top right corner, click on your name.



4. Click view account



5. Click "Security Info" to set up recovery methods.

Overview

**Security info**

Organizations

Devices

Privacy

## Security info

These are the methods you use to sign into your account or reset your password.

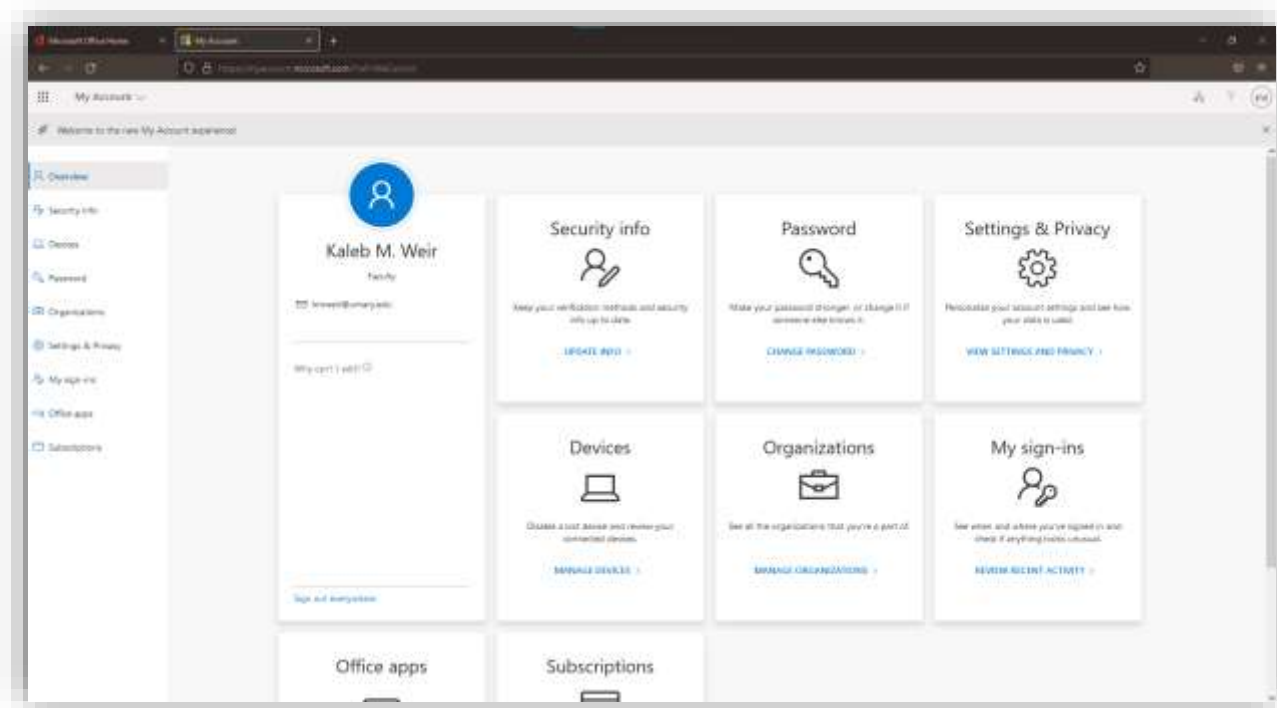
+ Add sign-in method			
Phone	+1 70193	<a href="#">Change</a>	<a href="#">Delete</a>
Microsoft Authenticator	iPhoneBrandon		<a href="#">Delete</a>
Email	brandonholt@yahoo.com	<a href="#">Change</a>	<a href="#">Delete</a>
Security questions	---		<a href="#">Delete</a>

Lost device? [Sign out everywhere](#)

### 6. Add your reset methods and information.

You are now able to use Self-Service Password Reset to Change your Canvas/Webmail password. (Same Password for Both)

7. To change your password, Click Password. Follow instructions.

A screenshot of a 'Change password' form. At the top left is the Microsoft logo. The main heading is 'Change password'. Below this, the 'User ID' is listed as 'kmweir@umary.edu'. The 'Old password' field is a text input box containing ten dots, highlighted with a blue border. Below it are two empty text input boxes for 'Create new password' and 'Confirm new password'. At the bottom, there are two buttons: a green 'Submit' button and a blue 'Cancel' button.