How to Change Contact Information in the Office 365 Self-Service Password Reset Tool

If you previously contact information for the Office 365 Self-Service Password Reset tool and your contact information (phone number or email address) has changed, you can use the following steps to update your information.

How do I update my contact data for the self-service password reset tool?

1. Go to http://aka.ms/sspsetup. A window similar to the following appears.

2. Sign in with your Office 365 credentials. A window similar to the following appears.
3. **Click Profile.** A window similar to the following appears.

4. **Click Register for Password Reset.** A listing of your specified contact preferences should appear.
5. **Click Change** to change the desired contact preference.
6. Update your registered contact information.
7. **Click Finish.**