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Welcome to the course

Entry-level: Get started with Microsoft 365

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Exercise: Finding Help and changing account settings

Note: You can pass this course and all graded assessments without access to the downloadable version of Microsoft 365.

How to complete this exercise

To complete the exercises in this course, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

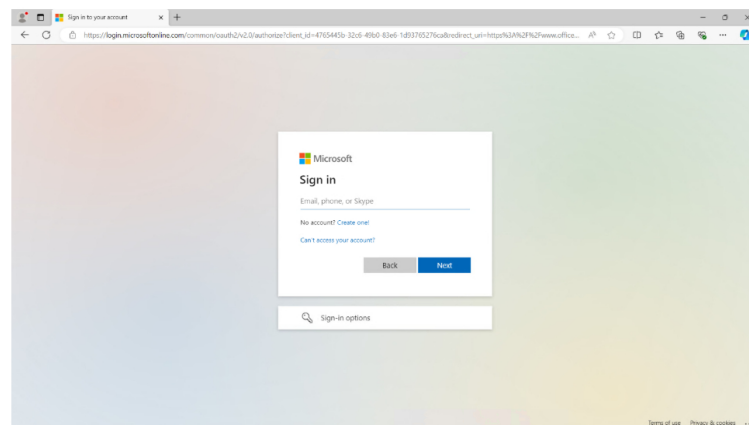
Access Microsoft Account

[Log in to your Microsoft account](#). Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one! Create one! If you are using a business account, please get the necessary authorization before trying to change your password.

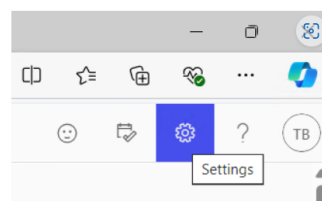
Let's get started!

Now that you are comfortable logging into your account and completing basic navigation tasks, you would like to customize some account settings.

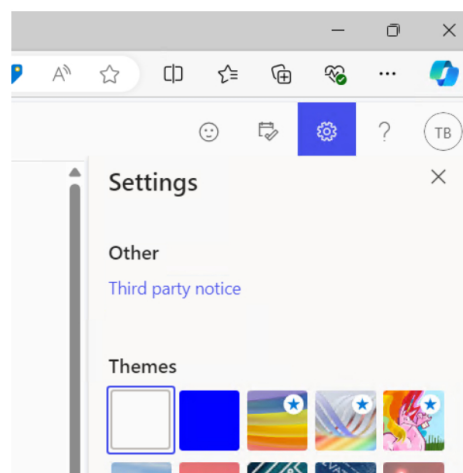
1. To begin, turn on and log into your computer. Open your most frequently used browser and open the <https://login.microsoftonline.com> web page:

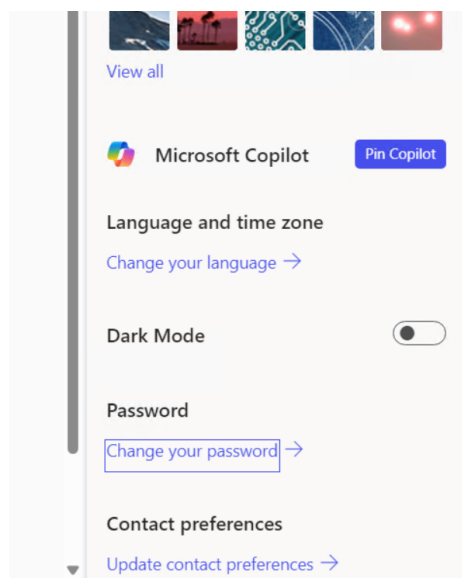


2. On the landing page for your account, open the **Settings** task pane by clicking the Settings icon that appears in the top right-hand corner of the toolbar at the top of the current page:



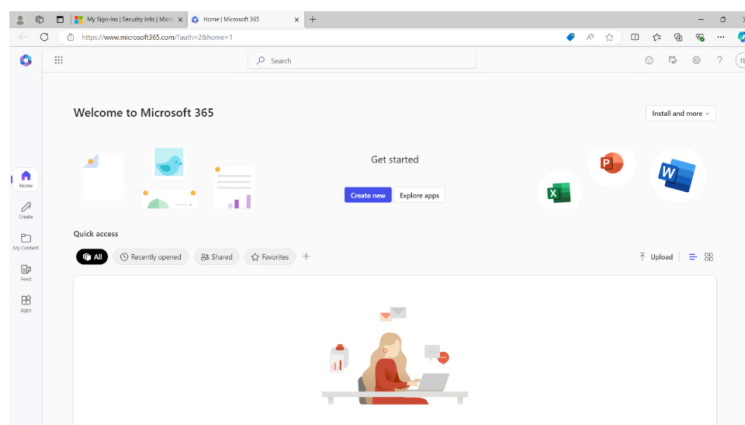
3. With the Settings task pane now displayed, click the **Change your password link**:



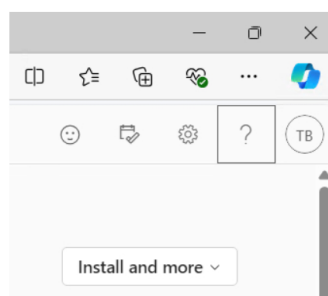


4. A new tab will open in your browser. Sign into your account again if asked to do so. If prompted, type your existing password into the **Old password** text box. Type a new password for your account into the **New password** and **Confirm new password** text boxes. Click the **submit** button:

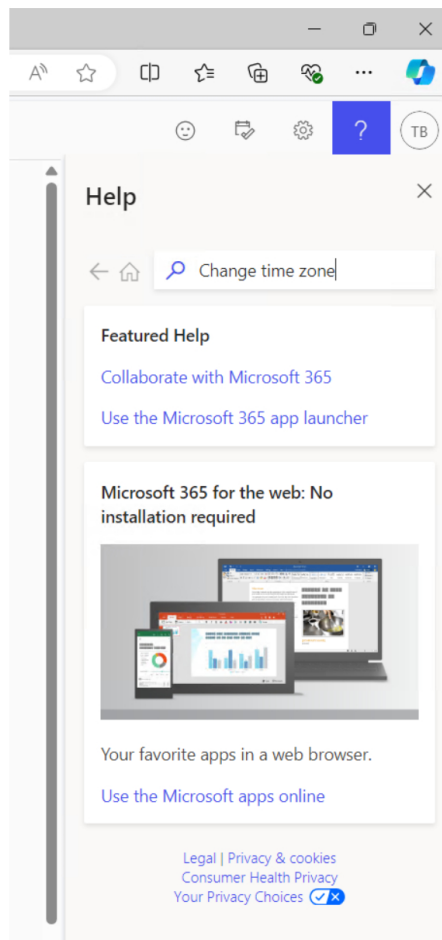
5. You will now be returned to the landing page for your account:



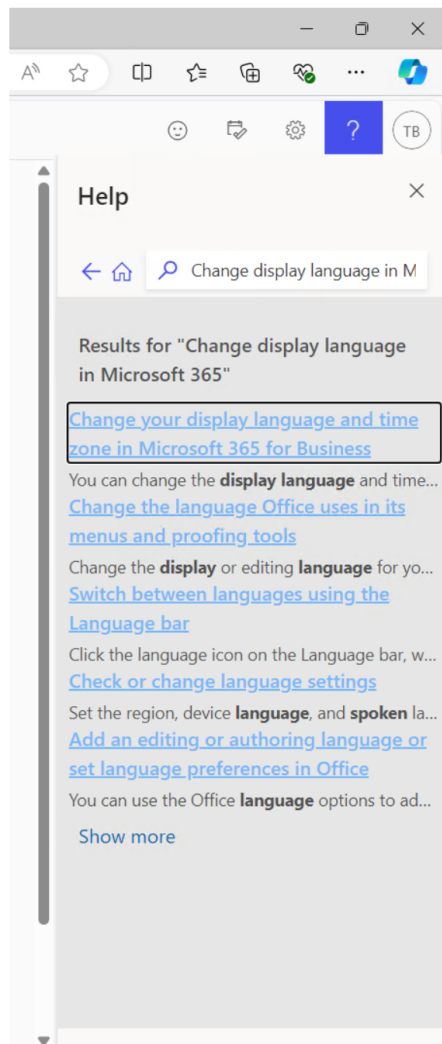
6. Click the **Help** icon on the toolbar:



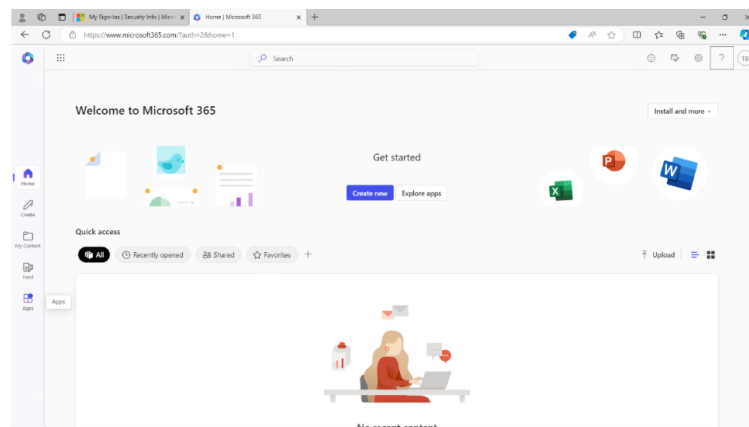
7. Type "Change time zone" into the search field, then click the **Search** icon:



8. Review the results. Type **Change display language in Microsoft 365** and select **Search**. Select the **Change your display language and time in Microsoft 365 for Business** link:



9. Review the instructions to change language and time zone. Once finished, click **X** to close the **Help** pane and return to the home page.



10. Sign out of your Microsoft 365 account and close your browser to complete this exercise.

Mark as completed

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