




MINISTRY OF FINANCE

ADMIN: Reset Password

1. Open Microsoft 365 admin center
2. Click Users
 - a. Active users
 - i. Select user
 - ii. Reset Password

| | | | |
|--------------------------|-------------|---|------------------------|
| <input type="checkbox"/> | 'Ana Fihaki | Reset a password | afihaki@finance.gov.to |
| <input type="checkbox"/> | 'Ana Ika |  : | aika@finance.gov.to |

Reset password

aika@finance.gov.to

☐ Automatically create a password

Passwords must be between 8 and 256 characters and use a combination of at least three of the following: uppercase letters, lowercase letters, numbers, and symbols.

Password *

☐ Require this user to change their password when they first sign in

☐ Email the sign-in info to me

Choose which option you use then click

Reset password