Resetting your Office365 Password

**Step 1:** Go to [www.baruch.cuny.edu](http://www.baruch.cuny.edu), hover your mouse over the login and select Student Email.

**Step 2:** Click on Login to Office365.

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**Baruch Computing and Technology Center (BCTC)**

Welcome to Office365
Baruch's Student Email System
Step 3: Click on “Can’t access your account?”. 

Step 4: Enter your Baruchmail address and the CAPTCHA characters listed then click next.
**Step 5:** The contact methods configured for the self-service password reset tool will be listed. Select one of the options listed.

**verifications step 1 > choose a new password**

Please choose the contact method we should use for verification:

- **Email my alternate email**
  You will receive an email containing a verification code at your alternate email address (js*******@gmail.com).

- **Answer my security questions**

**Step 6:**

If you select to use your alternative email or a phone number, you must enter the verification code that is sent to you and click next.

**verifications step 1 > choose a new password**

Please choose the contact method we should use for verification:

- **Email my alternate email**
  We've sent an email message containing a verification code to your inbox.

- **Answer my security questions**
  123456

Are you having a problem?
If you have selected to answer your security questions, your questions selected will be listed and you must type in your answers and click next.

**Step 7:** Enter your new password and click finish.

If you have any problems, please do not hesitate to contact the Baruch College Computing & Technology Help Desk for assistance.