How to Reset Password for Limestone Accounts

Below are instructions of two ways to reset the password for your Limestone accounts (When Email is Inaccessible & Resetting Inside of Email). Resetting your password takes effect for your email, Halo, and Canvas accounts.

Option 1- Resetting When Email is Inaccessible

1. Go to office.com and click **Sign In.**
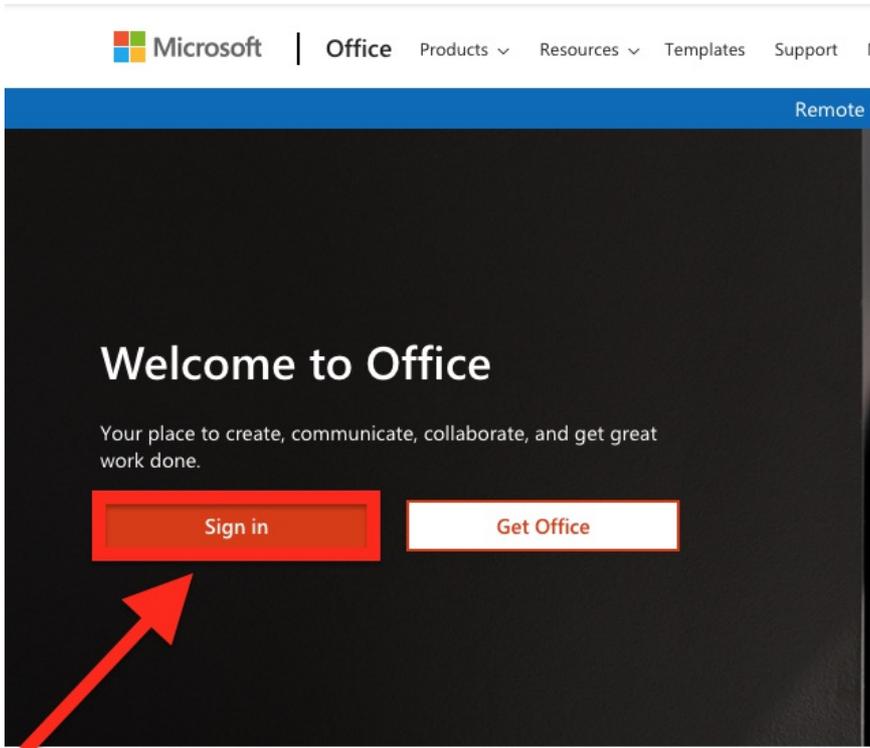
2. Enter your email address and click **Next.**
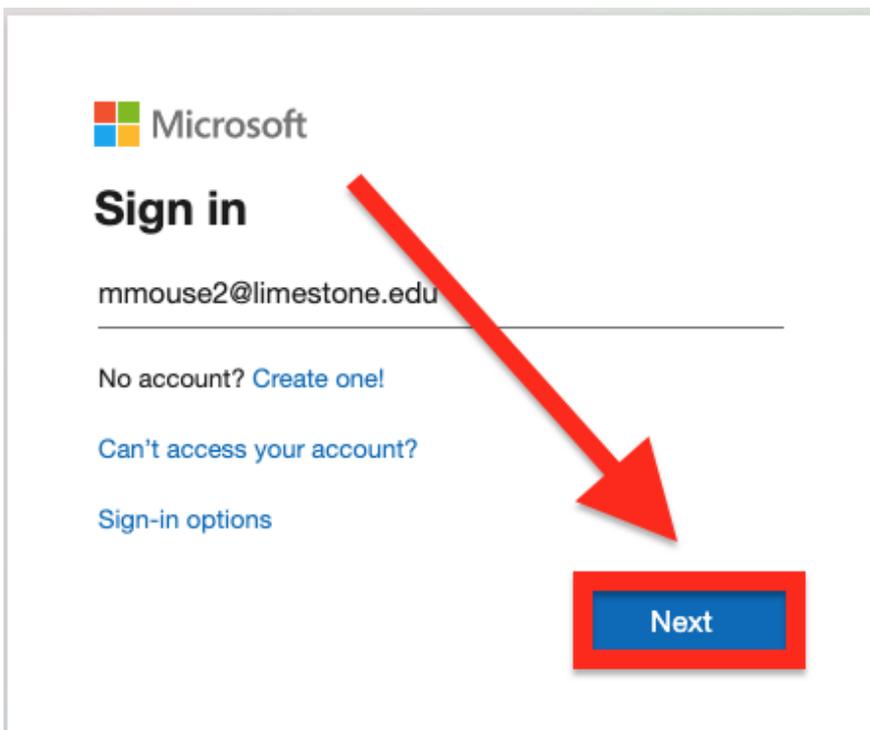
3. Click on **Forgot my password.**
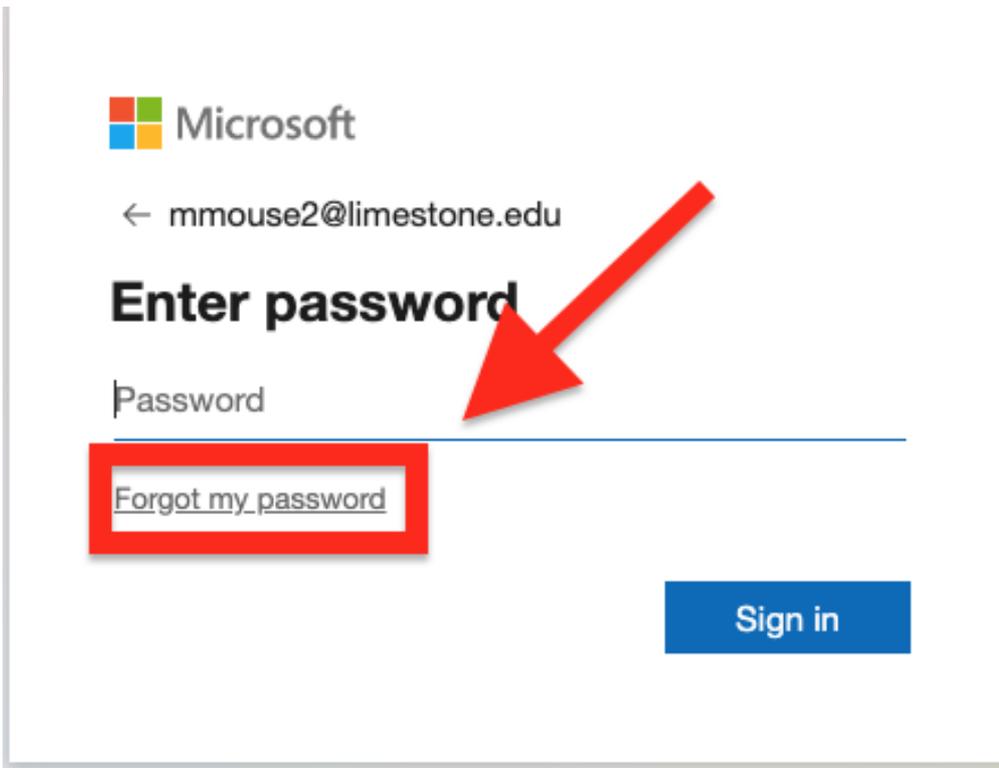
4. Enter the captcha and click **Next.**

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

mmouse2@limestone.edu

Example: user@contoso.onmicrosoft.com or user@contoso.com

vpdxp5x

Enter the characters in the picture or the words in the audio.

Next   Cancel

5. Use whatever 2 factor authentication

method you've setup

6. Enter your new password** twice and click **Finish.**

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

Finish   Cancel

Option 2- Resetting When you are logged into Email

1. Click on your initials or icon at the top right and click 'View Account'
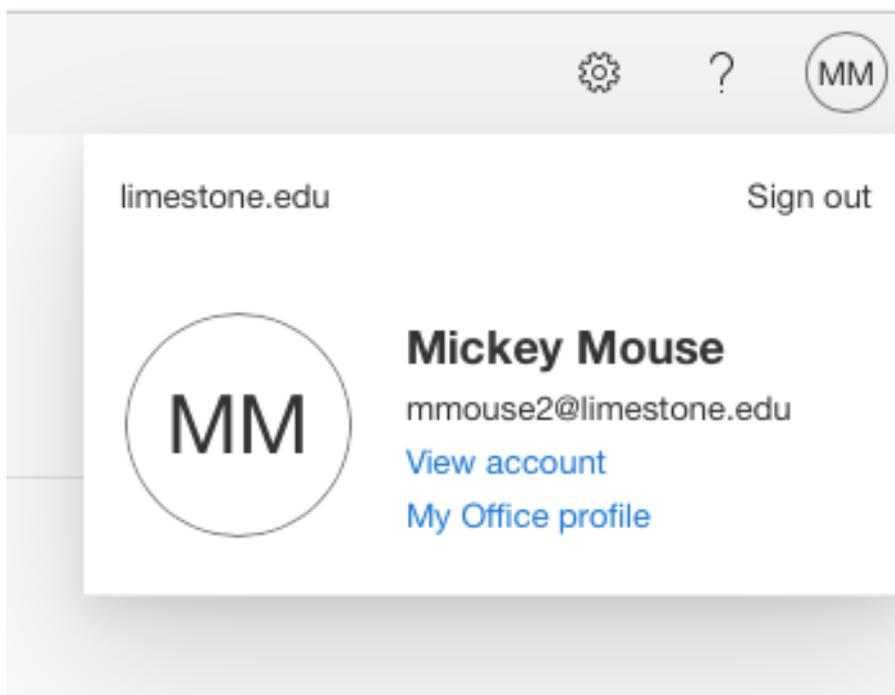
⚙   ?   (MM)

limestone.edu   Sign out

Mickey Mouse

MM   mmouse2@limestone.edu

View account

My Office profile

2. Click Change Password-If you do not know your old password, please use the first set of directions listed above.

3. Enter your old password, enter and confirm a new password*. Click submit when finished.

How to reset your authentication methods

If you need to change your authentication methods for any reason, you can change them while you're logged in. Here are directions on how to do this

1. Click on your initials or icon at the top right and click 'View Account'
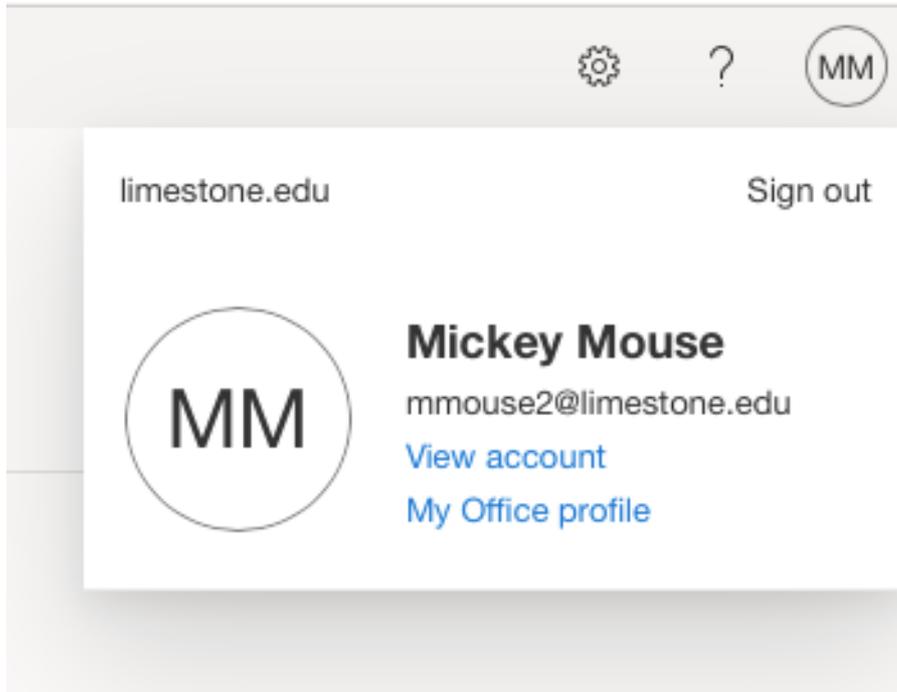
2. Click on Update Info under the Security Info box
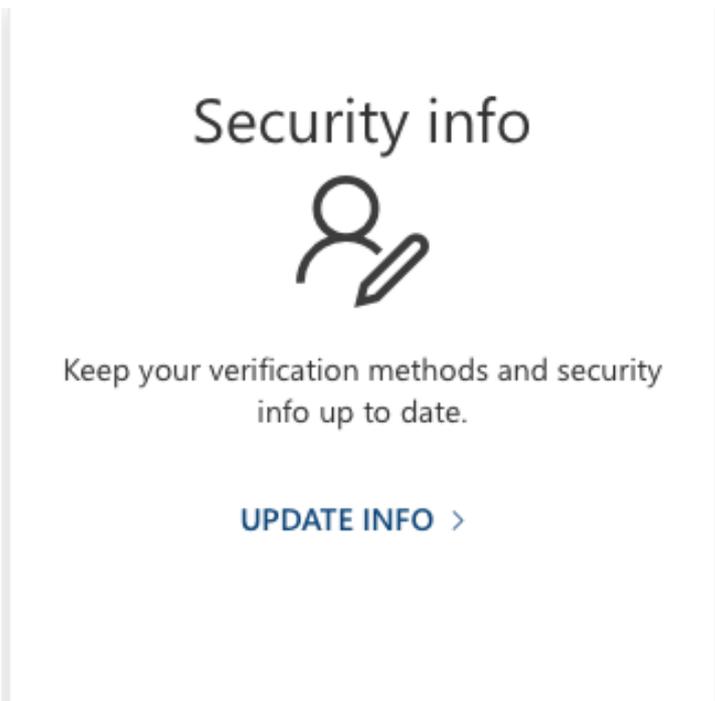
3. From here you can add or remove methods

Security info

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

+ Add method

?   Security questions   ---

If you don't have access to your Office account, please call the Limestone IT Helpdesk so that we can reset your authentication method. You'll need your student ID# so that we verify your identity. From there we can set your phone number as your authentication method so that your password can be reset.

*Password Criteria

Your password must meet these requirements

- At least 10 characters
- 1 capital letter
- 1 number
- 1 special character

Feel free to call us at 8644884032 if you need further assistance.