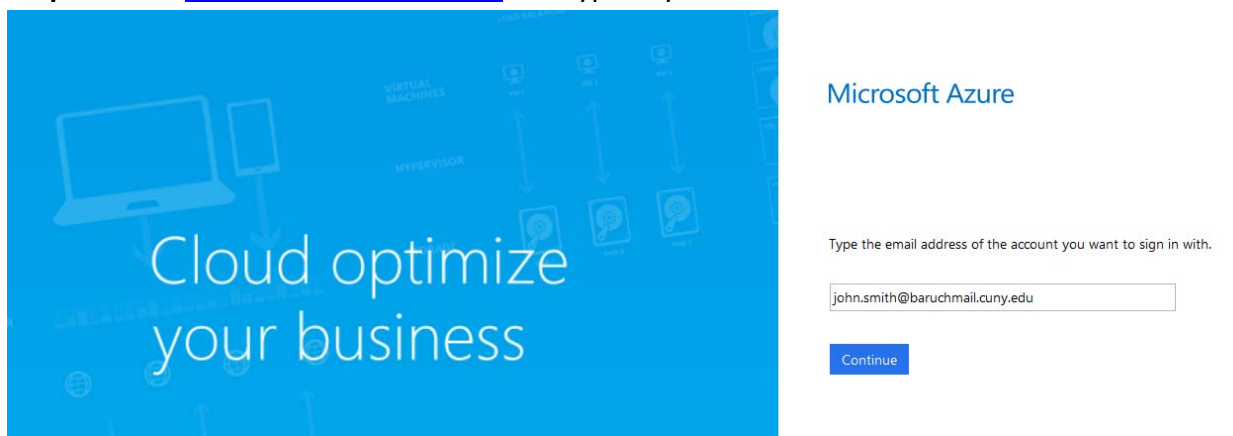


Baruch COLLEGE Computing & Technology Help Desk

Instructions for setting up Self-Service BaruchMail Password Recovery Profile for Office365

CUNY and Microsoft have provided a self-service password reset tool to allow you to reset your email password at any time. In order to activate the self-service password reset tool, you must setup your profile and register your notification and contact preferences.

Step 1: Go to <http://aka.ms/ssprsetup> and type in your Baruchmail address and click continue.



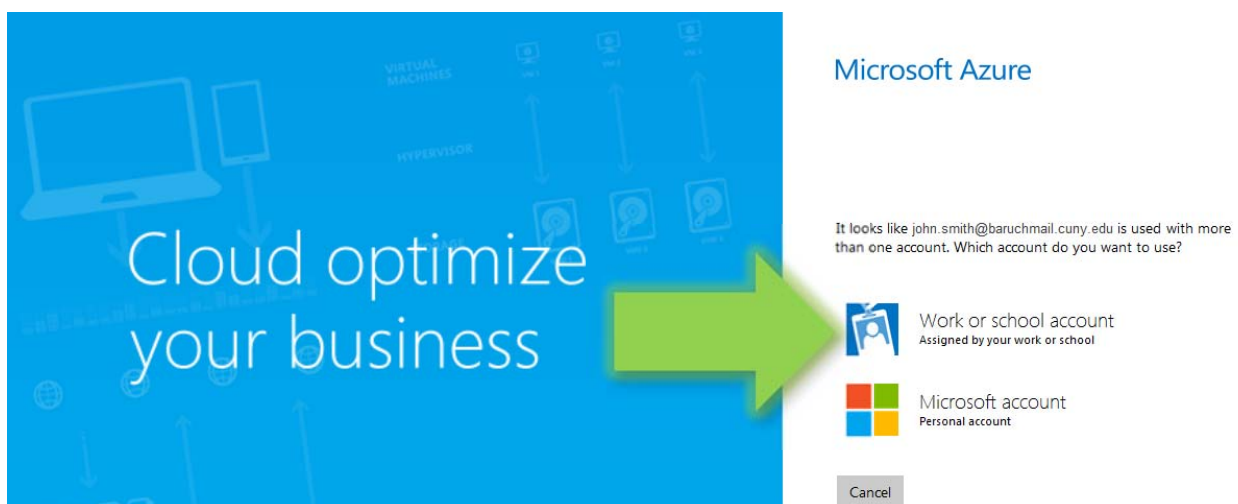
Microsoft Azure

Type the email address of the account you want to sign in with.

john.smith@baruchmail.cuny.edu


Continue


Step 2: Select “Work or school account”.



Microsoft Azure

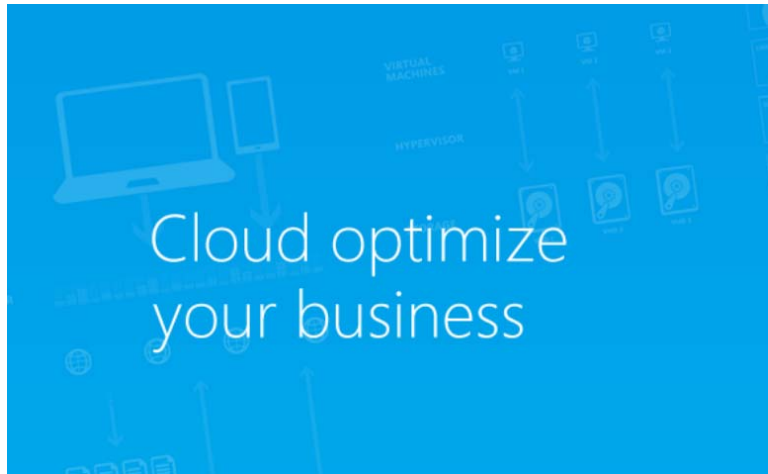
It looks like john.smith@baruchmail.cuny.edu is used with more than one account. Which account do you want to use?

 Work or school account
Assigned by your work or school

 Microsoft account
Personal account

Cancel

Step 3: Enter your password and click sign in.



Microsoft Azure

Sign in with your work or school account

john.smith@baruchmail.cuny.edu

Password

Keep me signed in

Sign in Cancel

Can't access your account?

Step 4: Once you have logged in you will be asked to set up at least one option listed. To configure one of the options, select Set it up now and follow the instructions.



don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **Your admin requires you to set up at least 1 of the options below.**

- ! Authentication Phone is not configured. [Set it up now](#)
- ! Authentication Email is not configured. [Set it up now](#)
- ! Security Questions are not configured. [Set them up now](#)

finish cancel

Note: For the email and phone configuration you will be provided a verification code that must be entered in order to complete the set up.

Step 5: Once your authentication methods are configured, click Finish. This is a one-time process and will not need to be updated unless there have been changes to your authentication methods such as a new phone number and/or email.

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