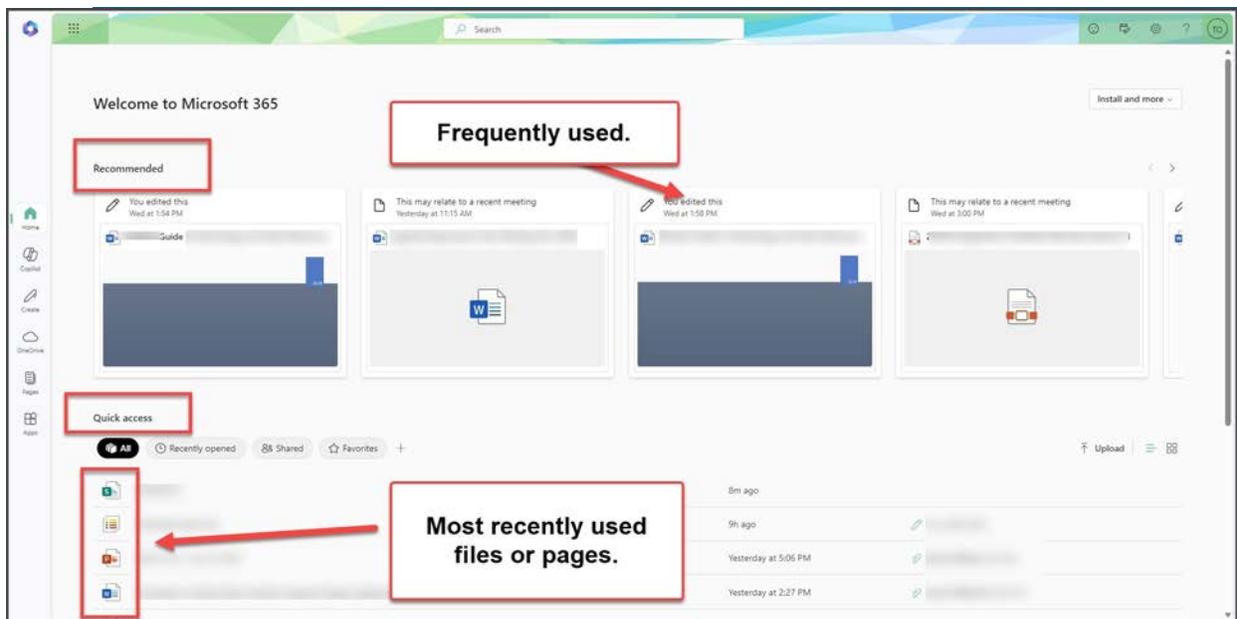


Microsoft 365 Dashboard and Password Changes

After signing into Office.com you will:

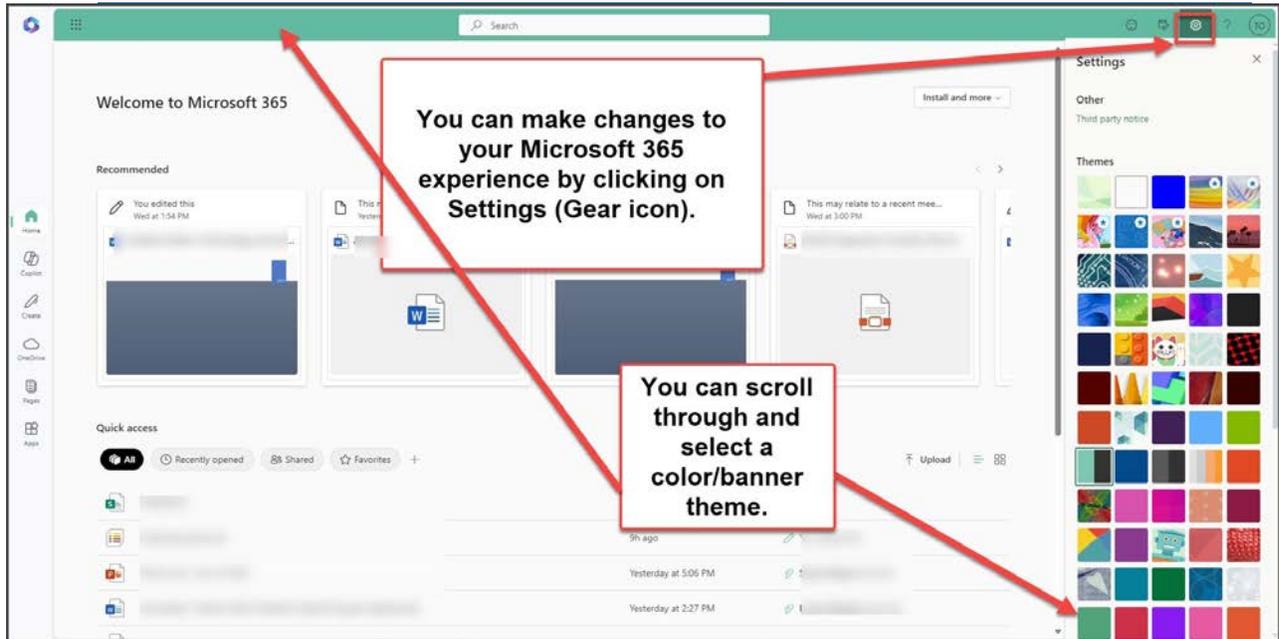
- *come to the Microsoft 365 Dashboard*
- *find recommended items (items you use frequently); and*
- *find the most recently viewed content such as Word, Excel, Lists, PPT, etc.*



1 - Microsoft 365 Dashboard landing page.

To make changes to the color theme of your Dashboard:

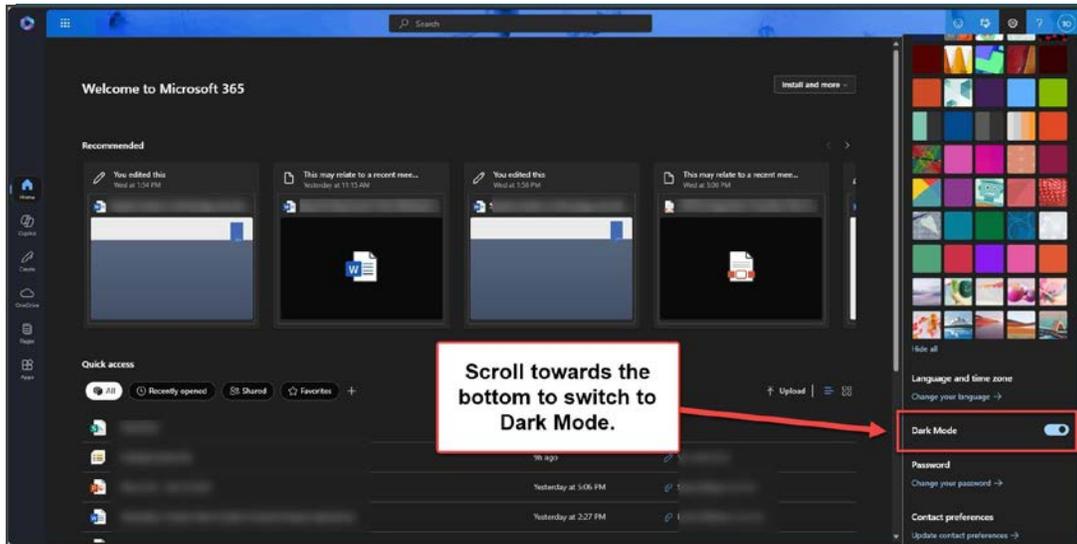
- go to the Settings button (gear icon)
- at the menu scroll through the options
 - make a selection



2 - Click Settings to make changes to your banner color and other theme changes.

Dark Mode more to your preference?

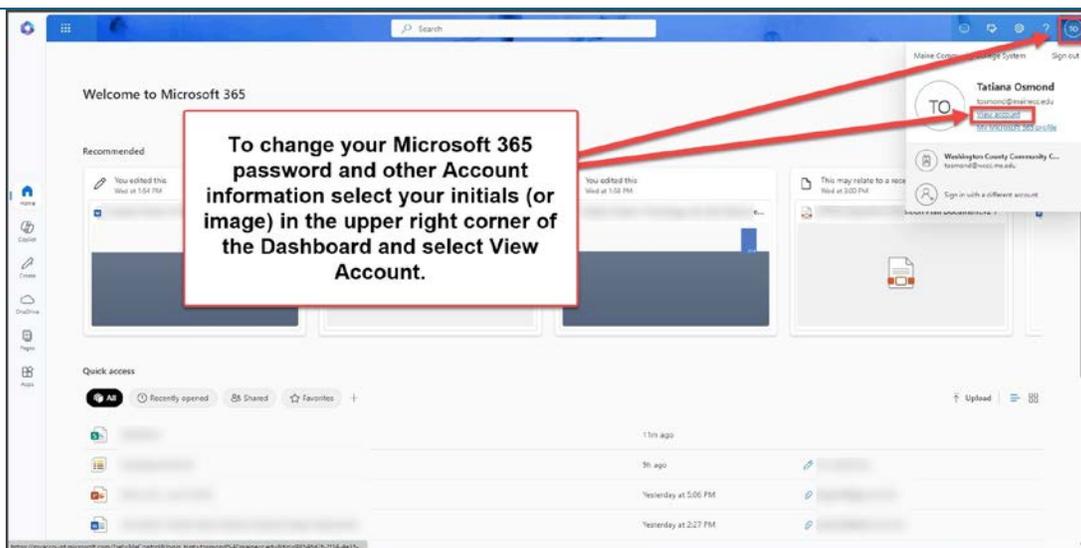
- *keep scrolling towards the bottom*
- *find the Dark Mode toggle switch and toggle it*



3 - Scroll to find Dark Mode toggle.

To change your Password and other account info:

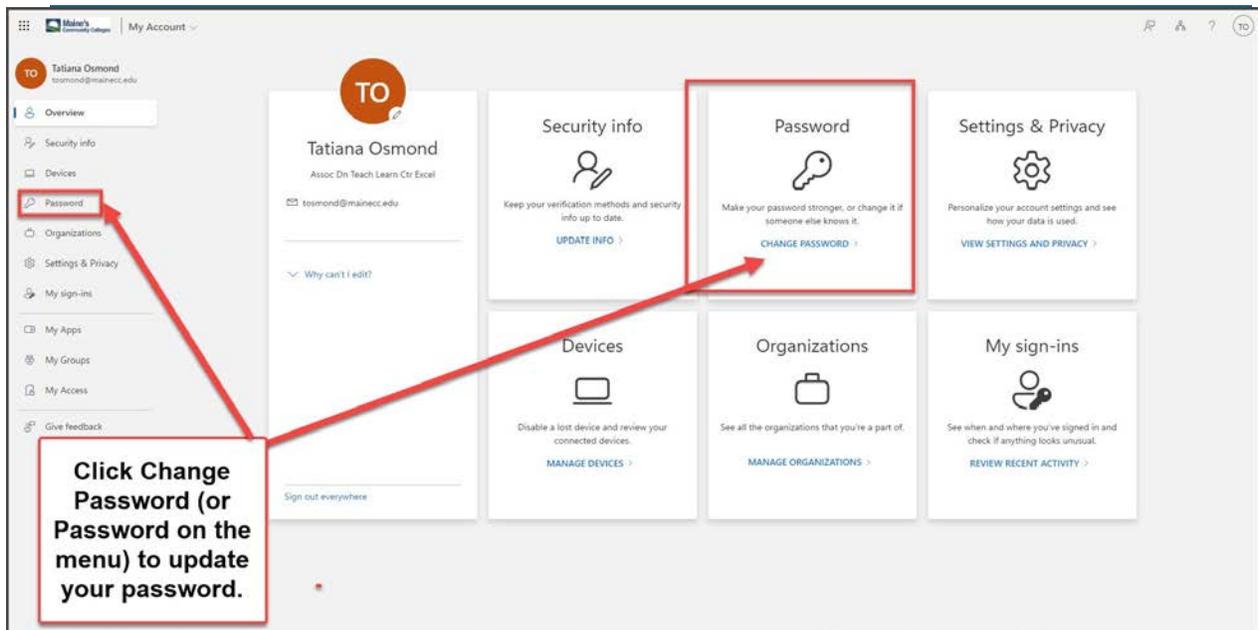
- *Select your initials (or image) in the upper right corner of the Dashboard*
- *Select the View Account link.*



4 - Access your View Account information.

Account Information:

- *Update Password*
- *Check what devices you are signed into*
 - *Update Security Info*
- *Other account information is available - check it out.*



5 - Account Information landing page.