



Name of User: _____

Grade/Sec: _____

Office 365 Username	Default Password
*****@easuae.com	*****

<https://teams.microsoft.com/>**Download app in your device**<https://teams.microsoft.com/downloads>

Android



iOS

Change your default password

1. Sign in to Microsoft Teams or download Teams app link: <https://teams.microsoft.com>.
2. Type your default password, and then type a new password and confirm it.
3. Click **Submit**.

When you create a new password, use the following guidelines:

1. Use 8 to 16 characters.
2. Create a strong **password** that can't be easily guessed or cracked. Please use at least 3 of the following: Lowercase letters, Uppercase letters, Numbers (0-9) and Symbols