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.

Recommended	Frequently used.		Install	and more ~
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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.

Welcome to N	licrosoft 365		TO- Tatiana Osmond
Recommended	To change your Microsoft 365 password and other Account information select your initials (or image) in the upper right corner of the Dashboard and select View Account.	Thu added the loss at 10 PM	The may raise at a 10 million
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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.