

Changing 365 Passwords Through Odin

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As Odin is designed to synchronise changes through to the 365 portal, but changes from the 365 portal cannot be synchronised back to Odin, the recommended way to change a 365 password is through Odin - this guide will detail how to do that.

1. Log into [Odin](#) via an administrator account.
2. Navigate to the Users tab.



3. Click on the display name of the user that you wish to change.
4. From within the user management screen, select **Change Password**.

User 1 (ID= 9192347)

- General
- Contact Info
- Login History
- Language
- Password Expiration
- Office 365

Main

User Photo



Display name

User 1

Login

user1@mo365testing2018.onmicrosoft.com ↗

Password

Status

✔ Ready

Enabled

✔ Yes

- Disable
- Delete
- Edit
- Change Password**

Assigned Services

Service	Status	Subscription	Actions
Office 365	✔ Ready	O365 Business Premium:1051427	Manage

- Once you've chosen a password that [matches the requirements](#) or used the *generate feature*, click submit.