

Reset a Microsoft 365 Password in Cobweb CORE

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You can reset a user's password for their Microsoft 365 service using Cobweb CORE as an administrator.

1. Login to Cobweb CORE as an Administrator user
<https://core.cobweb.com>
2. Click **Microsoft 365** tab in the left navigation pane
3. Scroll Down to **Microsoft 365 Users**
4. Search for the required user
5. Select the **Actions** menu next to the user
6. Select **Reset Password**
7. Enter the new password and press **OK**

You will receive a confirmation notification in the upper right once the password change has been processed for the user.