

# **SOP for Self-service Password Change**

System/Service Owner: IMS Team

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1. Go to <https://www.office.com/> and click “Sign in”.

office.com

place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

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# Office is now Microsoft 365

The all-new Microsoft 365 lets you create, share and collaborate all in one place with your favorite apps

2. Sign in Get Microsoft 365

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2. Enter your Office Email Account.

Microsoft

## Sign in

username@yoma.com.mm

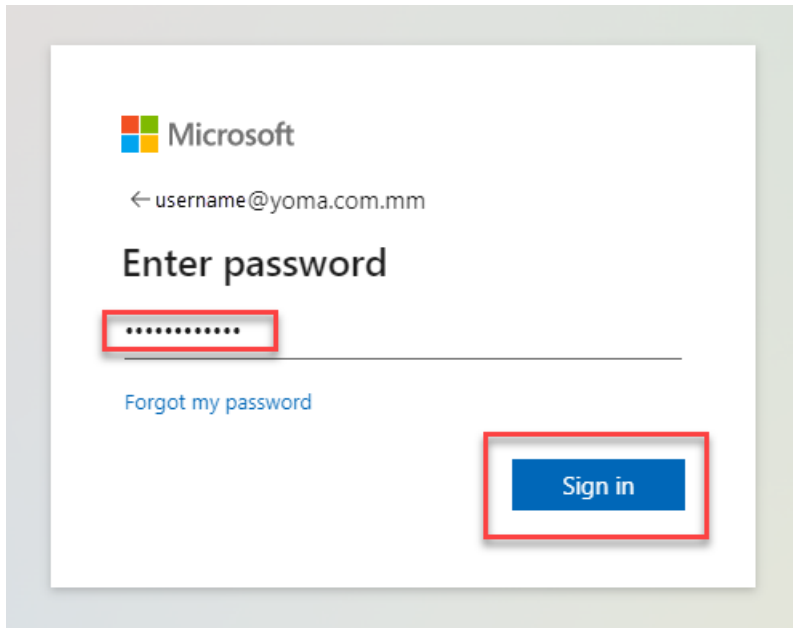
No account? [Create one!](#)

[Can't access your account?](#)

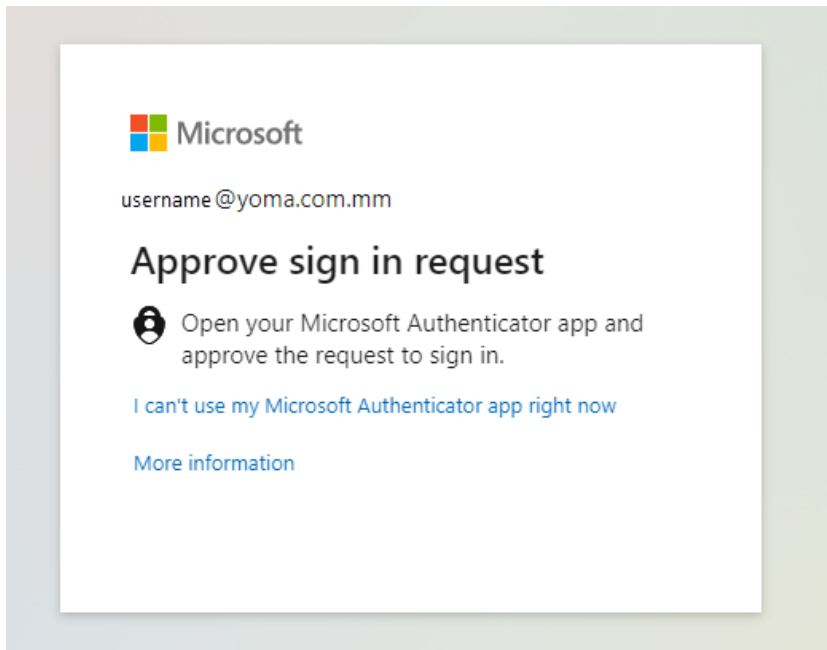
Back Next

Sign-in options

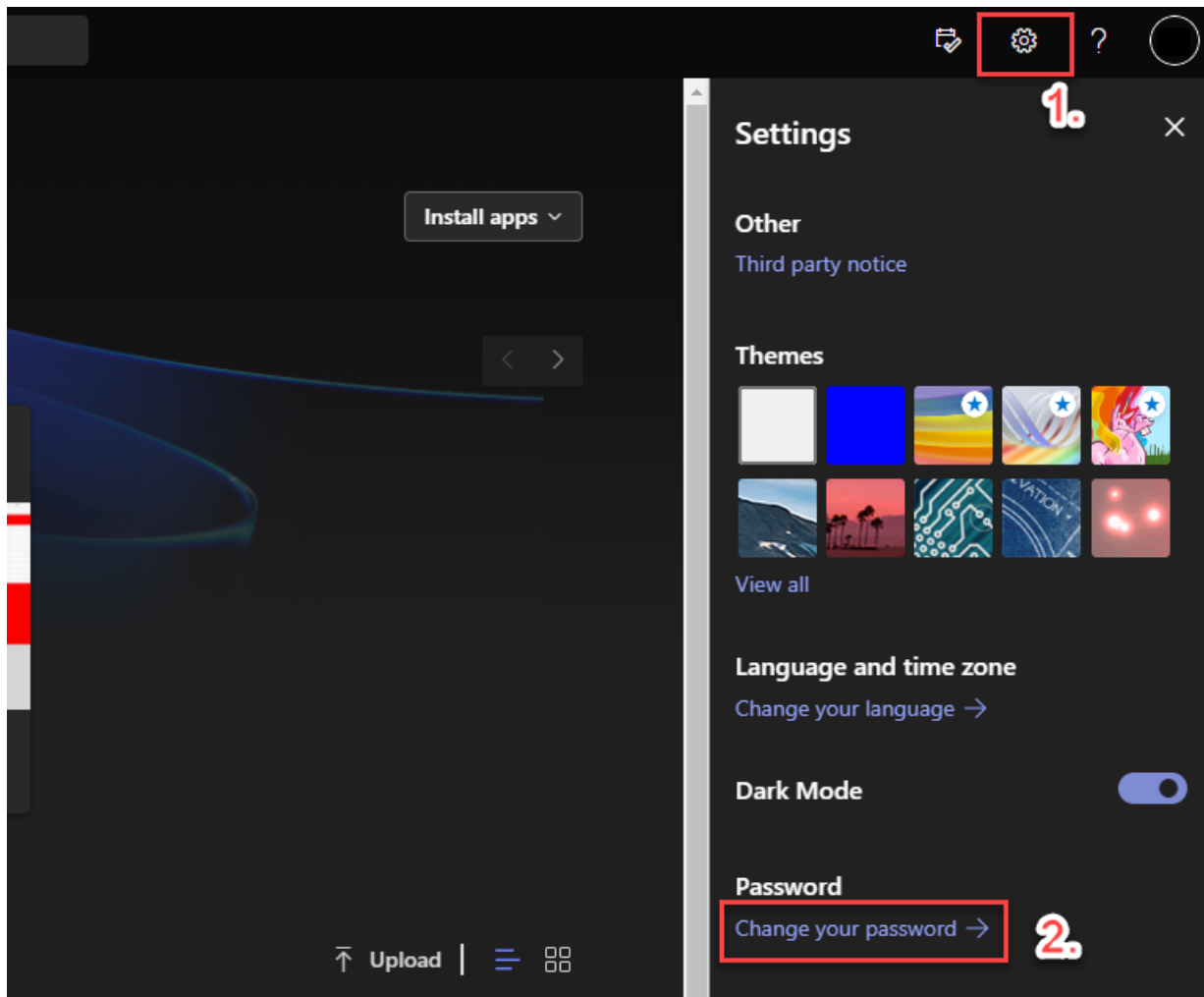
3. Enter your Office Email password and click "Sign in".



4. Approve sign in request with Authenticator app in your phone when below message is appeared.



5. Go to setting and click “Change your password” at the upper right corner of the screen.



6. Now you can set your new password for your Office Email account.

User ID  
@yoma.com.mm

Old password

Create new password

Confirm new password

## Group Technology Support

- Contact Helpdesk
  - Email: [helpdesk@yoma.com.mm](mailto:helpdesk@yoma.com.mm)
  - Hot Line: +95 01 368 7766
  - Extension: 8302
  - Ticketing Portal: <https://helpdesk.yomagroup.io>