

การกู้คืนรหัสผ่านด้วยบริการ Microsoft Online (Office365)

- ผู้ใช้งานเข้าที่ office.com

The screenshot shows the Microsoft Office 365 sign-in page. The user has entered the email address 63000000@up.ac.th. A blue callout box points to the email field with the text "หรือ i.กรอก User". Below the email field, there are links for "No account? Create one!" and "Can't access your account?". A red callout box points to the "Can't access your account?" link with the text "a. คลิก Can't access your account?". A blue callout box points to the "Next" button with the text "ii. กด Next". Below the "Next" button, there are two account type options: "Work or school account" and "Personal account". A red callout box points to the "Work or school account" option with the text "b. คลิก Work or school account". At the bottom, there is a "Forgot my password" link. A blue callout box points to this link with the text "iii. คลิก Forgot my password". A "Sign in" button is also visible.

- ระบบจะเข้าสู่หน้าถัดไป

The screenshot shows the Microsoft Office 365 account recovery page. The user is prompted to "Get back into your account" and "Who are you?". Below this, there is a text box for "User ID:" containing the email address 63000000@up.ac.th. A red callout box points to this text box with the text "c.กรอก User ID". Below the text box, there is a CAPTCHA image showing the characters "XNQM4". A purple callout box points to the CAPTCHA image with the text "1.กรอกตัวอักษรที่ปรากฏในรูป". Below the CAPTCHA image, there is a text box containing the characters "XNQM4". Below this text box, there is a "Next" button and a "Cancel" button. A purple callout box points to the "Next" button with the text "2. กด Next".

- ระบบแจ้งช่องทางการส่ง verification code ไปยัง email ที่ได้ทำการลงทะเบียนไว้



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

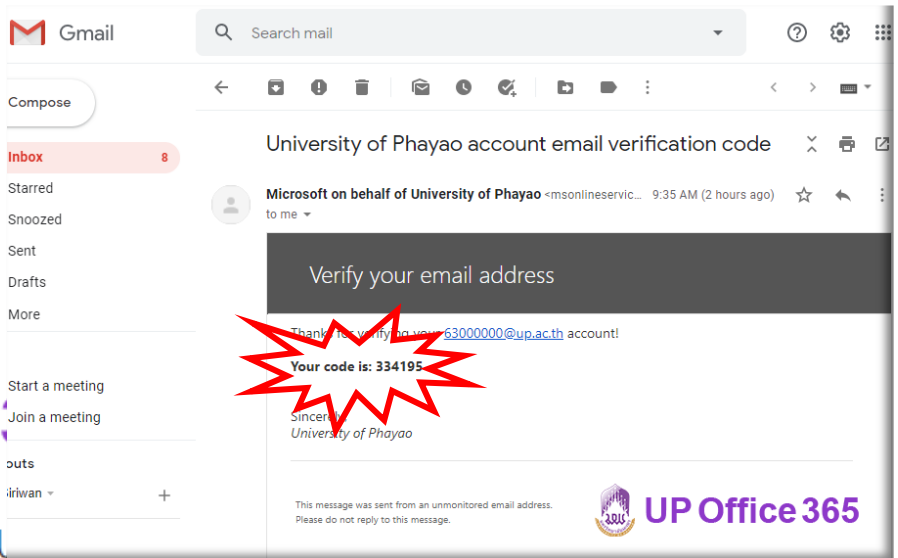
You will receive an email containing a verification code at your alternate email address (th*****@gmail.com).

Email 3. คลิก Email เพื่อให้ระบบทำการส่ง Code

- นำ Code ที่ได้รับใน Email นำมากรอกในหน้าถัดไป



Get back into your account



verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

We've sent an email message containing a verification code to your inbox.

334195 4. กรอก Code

Next Are you having a problem?
5. กด Next

- ให้ผู้ใช้งานตั้งรหัสผ่านใหม่



UP Office 365

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

6. ใส่รหัสผ่านใหม่ 2 ครั้ง

Finish

Cancel

7. กด finish เป็นการเสร็จสิ้น



UP Office 365

Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#).