Updating your County account password in OneDrive

After you've changed the password for Dakota County user account (See County User Accounts), you have to update the Dakota County account settings in Microsoft OneDrive. Do this as soon as possible to avoid locking out your account.

These instructions are specifically written for users who have access to Microsoft OneDrive.

INSTRUCTIONS

1. **You may receive a pop-up that you are no longer signed into OneDrive:**
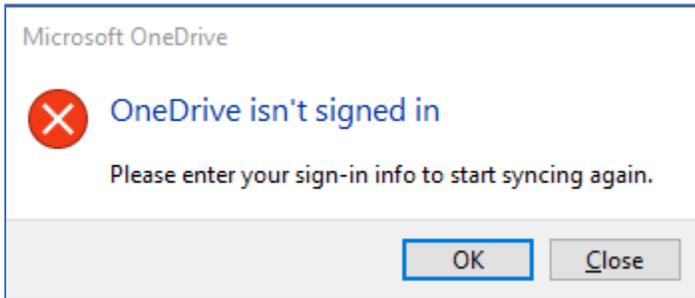
2. **Click OK. You should be prompted to enter your new password.**
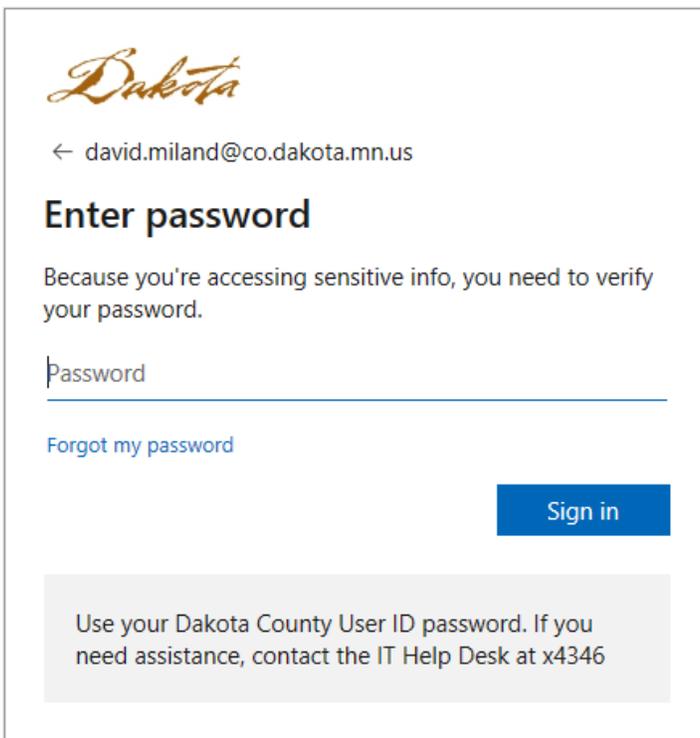
3. Enter your new password and click **Sign in.**

   If your password is ACCEPTED the dialog box and the box will disappear.

   If your password is REJECTED an error message will appear. Click OK and reenter your new password. (Hint: Watch for caps lock issues.)

If you encounter any problems or related questions, feel free to contact the I.T. Help Desk via email (helpdesk@co.dakota.mn.us) or by phone at (651) 438-4346.