

first login



Please use the following portal for the first login:

<https://outlook.hof-university.de/>

You can find the login data in your access data letter.

Common error messages can be found on the last page.



Domain\user name:

hof-university\hmustermann

Password:

••••••••••••••••••••

 Sign in

Follow the instructions and enter the password from your access data letter in the **Current password** field.

Then assign a new password according to the password policy of Hof University.
You can find the password policy on the next page.

Change password

Your password has expired and you need to change it before you sign in to Outlook.

Domain\user name:

hof-university\mmustermann

Current password:

New password:

Confirm new password:

 Submit

first login



You can now access many of the university services with the username and new password. Click on **OK** to complete the process.



Your password has been changed. Click OK to sign in with your new password.



PASSWORD POLICY

- min. 12 digits
- at least one character from each category: capital letters, lower case, numbers, special characters)
- following characters are not permitted @ Ä Ö Ü ä ö ü € ? \$ @ \$ ^ & [] { } | \ ' / ~ "
- the new password has to be different from the former one (history of last 10)
- max. two consecutive letters from your name / surname are allowed

error message



USERNAME OR PASSWORD ISN'T CORRECT

please make sure that the username is always written in the following form:

hof-university\username

the character \ must always point to the left



change password

Your password has expired and you need to change it before you sign in to Outlook.

The user name or password you entered isn't correct. Try entering it again.

Domain\user name:

Current password:

PASSWORD DOESN'T MEET THE MINIMUM REQUIREMENTS

You can find our password policy on the previous page or on our homepage. We do not recommend using names or long words without breaking them with a special character.



change password

Your password has expired and you need to change it before you sign in to Outlook.

The password you entered doesn't meet the minimum security requirements.

Domain\user name:

Current password: