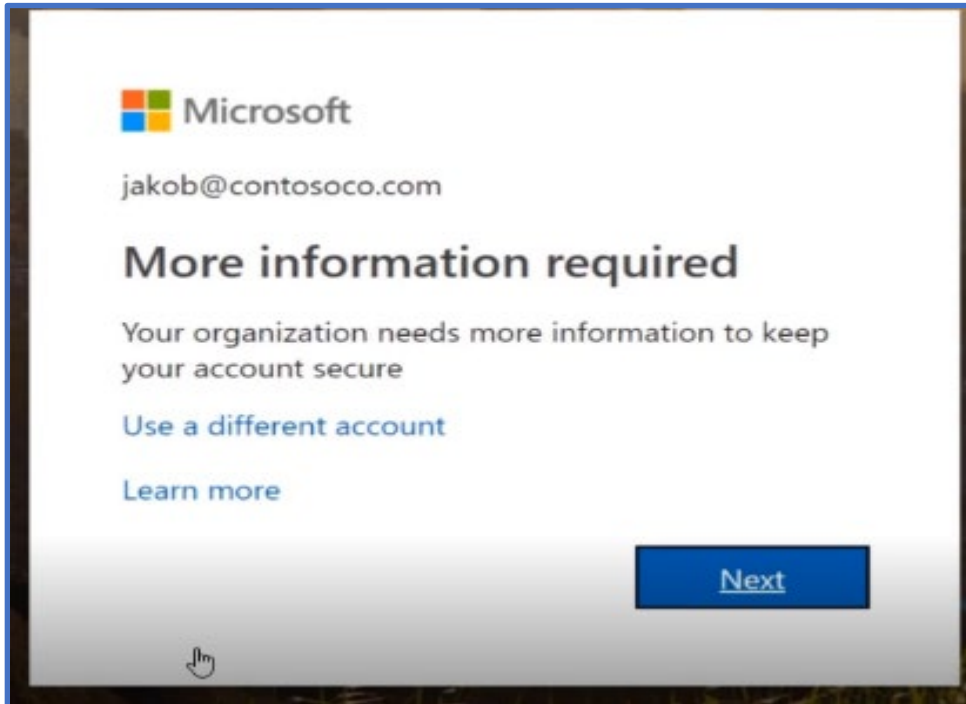


Self Service Password Reset Notification

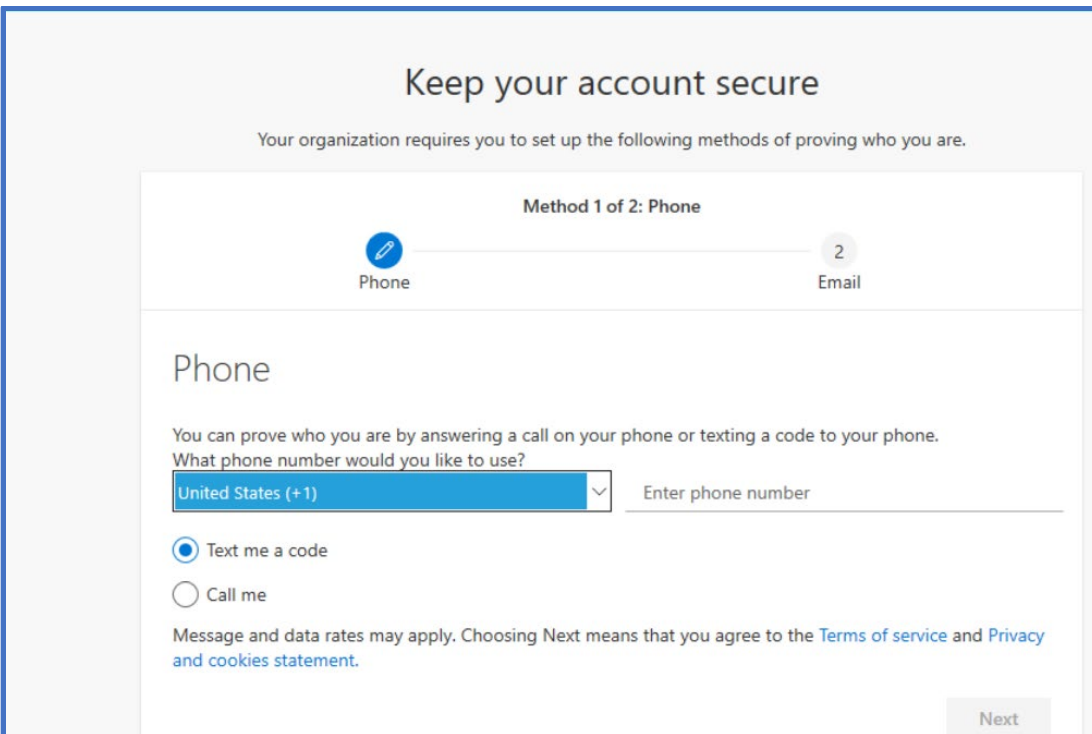
***** Password synchronization after a password change may take up to 15 minutes to complete. It may take up to 15 minutes for you to be able to sign into your account after a password change.*****

The next time you sign into your account you will receive the following message:

1.



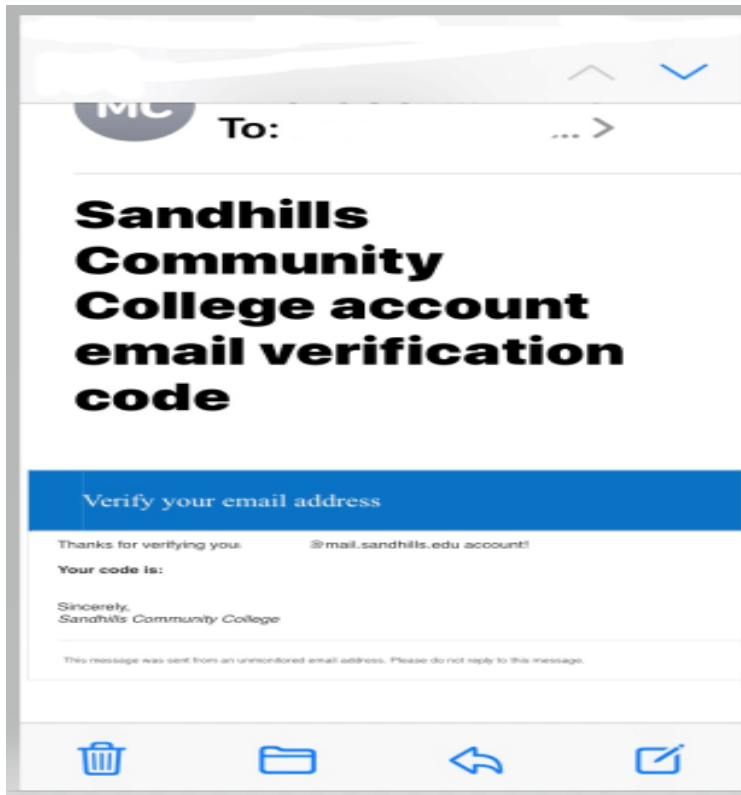
2. Enter the phone number you would like to use and choose to Text or to Call me.

A screenshot of the 'Keep your account secure' setup screen. The title is 'Keep your account secure'. Below it is the text 'Your organization requires you to set up the following methods of proving who you are.' There are two options: 'Phone' (selected) and 'Email'. The 'Phone' section is expanded, showing the title 'Phone' and the text 'You can prove who you are by answering a call on your phone or texting a code to your phone. What phone number would you like to use?'. There is a dropdown menu for the country, currently set to 'United States (+1)', and a text input field for the phone number. Below the input field are two radio buttons: 'Text me a code' (selected) and 'Call me'. At the bottom, there is a note: 'Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.' and a 'Next' button.

3. Check the phone for the 6 digit code and enter or enter the code from the call you receive from Microsoft.

The screenshot shows a Microsoft account security setup page. At the top, it says "Keep your account secure" and "Your organization requires you to set up the following methods of proving who you are." Below this, there's a progress indicator for "Method 1 of 2: Phone". The indicator shows "Phone" as the current step and "Email" as the next step. The main content area is titled "Phone" and contains a message: "We just sent a 6 digit code to +1" followed by a dashed box for "Enter the code below." Below the message is an input field labeled "Enter code" and a "Resend code" link. At the bottom right, there are "Back" and "Next" buttons. At the very bottom right, there is a "Skip setup" link.

4. Get the code from your phone.



5. Enter the code from your phone and click Next.


Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: Phone

Phone 2 Email

Phone

 SMS verified. Your phone was registered successfully.

[Next](#)



[Skip setup](#)

6. Enter the Alternate e-mail address you would like to use.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Email

 Phone  Email

Email

What email would you like to use?

[Next](#)

[Skip setup](#)

7. Enter the Code sent to the Alternate e-mail address.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Email

Phone Email

Email

We just sent a code to

Enter code

Resend code

Next

Skip setup

8. Click Next and if correct you will receive the following message.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Done

Phone Email

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method: Phone - text

Phone +1

Email

Done