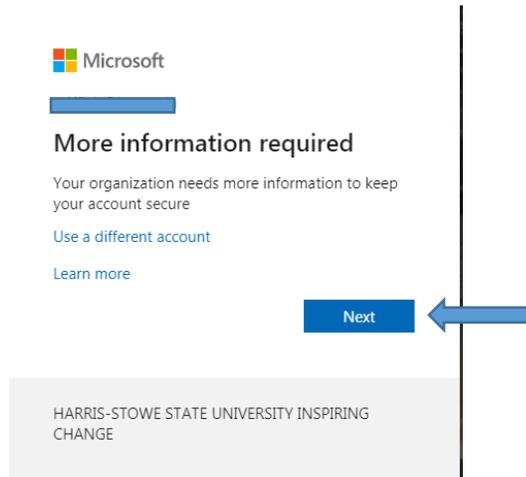


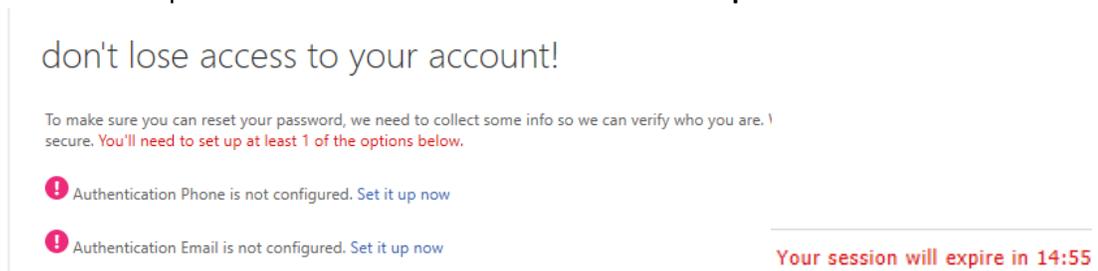
Office 365 Email Account Verification Setup

When logging into your email through the internet or when attempting to reset your password, you **MAY** receive the following message below. You will be prompted to enter information before accessing your email account and the self-service password reset option.

1. To enable self-service password reset, click Next.

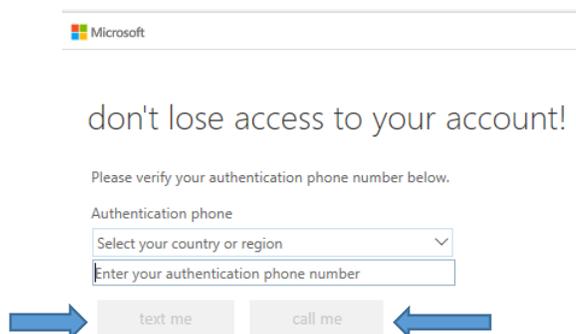


2. On the next screen you will need to setup at least one authentication option (Phone, or Email) and click Set it up now. **Note: the session is timed and set to expire within 15 minutes.**



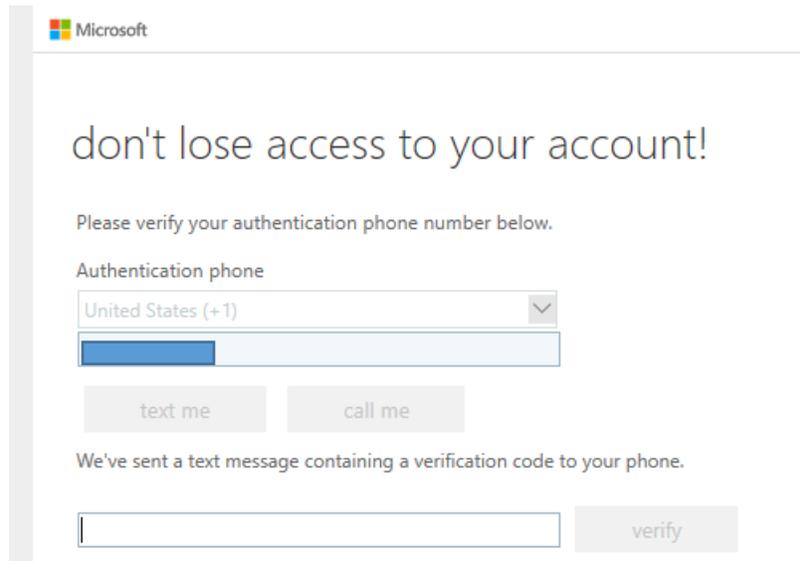
Verification by Phone Option

Select the country or region- United States, enter your 10-digit phone number (mobile or office). **Note: you will need immediate access to your phone to validate.** Click text me or call me.



For further assistance if needed, contact the helpdesk 314-340-3327, or helpdesk@hssu.edu

3. Enter the code you received by text. If you selected call me, follow the prompts when the call is received and system will automatically verify your account.



Microsoft

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1) [v]

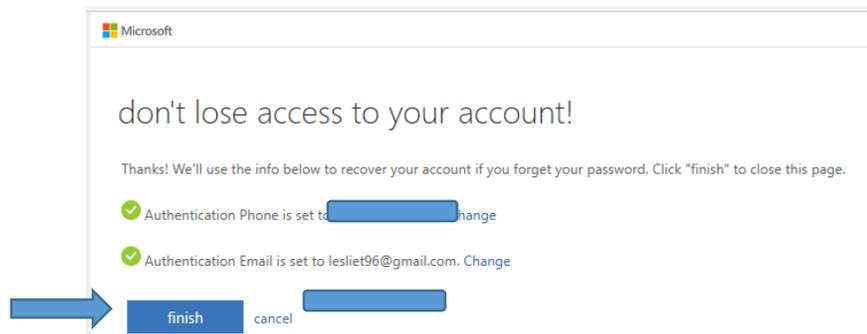
[Redacted]

text me call me

We've sent a text message containing a verification code to your phone.

[Redacted] verify

4. Once you have completed one of the options, click finish to be directed to your email account.



Microsoft

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

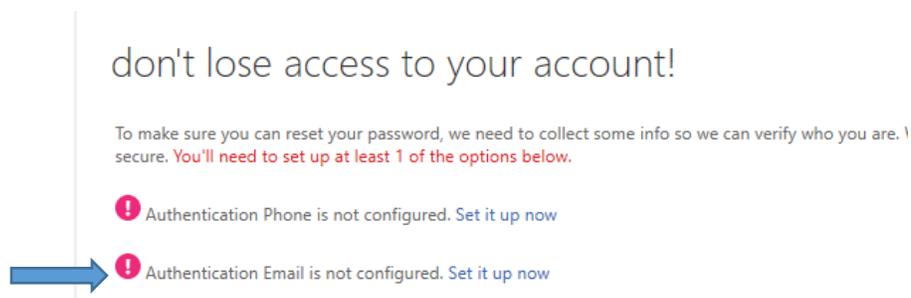
- ✓ Authentication Phone is set to [Redacted] change
- ✓ Authentication Email is set to lesliet96@gmail.com. Change

[Redacted]

finish cancel

Verification by email option

1. To setup authentication with Email, click set it up now.



don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. 1 secure. You'll need to set up at least 1 of the options below.

- ! Authentication Phone is not configured. Set it up now
- ! Authentication Email is not configured. Set it up now

2. Enter an email address that is not your primary work email and click email me.

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email



email me

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



verify

try again

3. Enter the verification code received in your email inbox from Microsoft, and click verify.
4. Once you have verified the email the authentication process is complete.

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✓ Authentication Phone is set to . [Change](#)

✓ Authentication Email is set to . [Change](#)



finish

cancel

5. Click Finish to access your email account.