
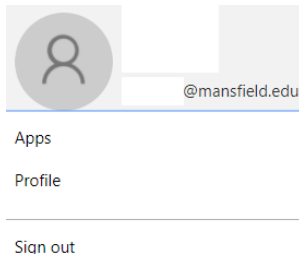


## Office 365 – Setup Security Verification

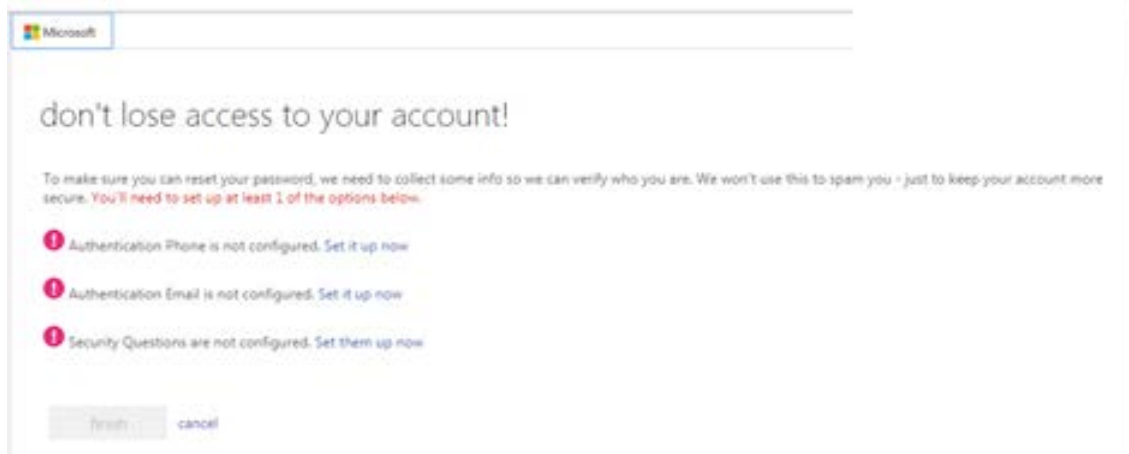
- 1) Access <https://myapps.microsoft.com>
- 2) You should see the logo for Mansfield &  Microsoft
- 3) **Sign-in using your Campus Service Account information** (i.e. your Mansfield email).
- 4) **Click on the gray “person” icon** associated with your account name



- 5) Then select **Profile**



- 6) Click on **“Set up self service password reset”**
- 7) The following message should appear:



- 8) Then select **two** of the methods below:

### Authentication Phone (cell phone)

- Click on the **“Set it up now”** link and **type your cell phone number**
- **Then select the method you prefer** -- “Send me a code by text message” or “Call me”

Office 365

Additional security verification

Secure your account by adding phone verification to your password. View video to learn how to secure your account.

Step 1: How should we contact you?

Authentication phone: [dropdown]

Select your country or region: [dropdown]

Method:

- Send me a code by text message
- Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

- **Type the code you receive** by phone or text message and click on **verify**.

Step 2: We've sent a text message to your phone at +1

When you receive the verification code, enter it here

897625

### Authentication Email:

Click on the **“Set it up now”** link and **type a personal email address** (Gmail, Yahoo, etc.) that is not associated with MU

### Security Questions:

Click on the **“Set it up now”** link. **Select three security questions and type your responses in the associated box.**

Please select questions to answer below. Your admin requires you to set up 3 questions, and answers must be at least 3 characters long.

Security question 1

What is your father's middle name? [dropdown]

[text input] ✓

Security question 2

What was your first job? [dropdown]

[text input] ✓

Security question 3

What was the name of the first school you attended? [dropdown]

[text input] ✓

[save answers](#)

Click on **Save Answers**.

9) Click on the **Finish** button after two verification methods have been entered.

10) Click on the gray **“person”** icon associated with your account name and select **Sign Out**