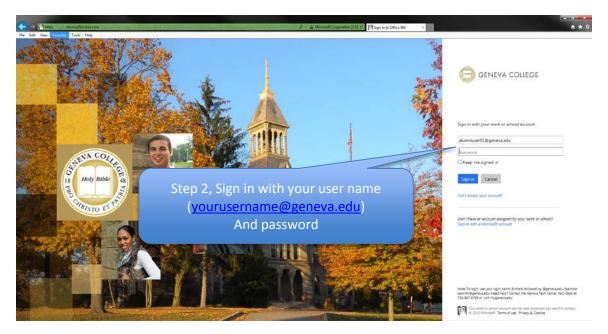


These instructions will help you sign into your Alumni email, and sign-up for Password Reset Self Service for your email account.

- 1. Navigate to your new Office 365 Account -> http://my365.geneva.edu
- 2. On the Sign in page,
  - a. Enter your username (yourusername@geneva.edu)
  - b. Enter your login password (you must contact the <u>helpdesk@geneva.edu</u> if you don't remember your password AND have not set up the Password Reset Self Services).
  - c. Select "Sign in"



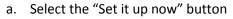


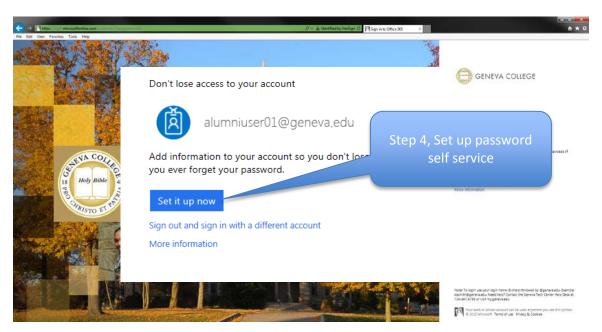


- 3. You may be required to update your password.
  - a. Enter your password into the Current Password field;
  - b. Enter and Confirm a new personal password;
  - c. Select the "Update password and sign in" button

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Te try ves f	and Tex Ho		įE
		Update your password You need to update your password because this is the are signing in, or because your password has expired.	first time you
	Holy Billing as Constructions	alumniuser01@geneva.edu	
	Step 3, Update your	New password       Confirm password	
	password	Update password and sign in	\$,100% ·

4. Don't lose access to your account - Geneva Information Technology Services requires that you set up the email account password self-service feature. This is a great feature so you don't lose access if you ever forget your password.









- 5. Select at least one Authentication Method as shown:
  - a. Authentication Phone will send you a code via Text Message
  - b. Authentication email will send you a code via your alternate email address
  - c. If you "cancel" you will be prompted to set this up on your next login.

	alumniuser01@geneva.edu   <b>?</b>
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. W 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	Step 5, Set up at least one method to verify your identity
finish cancel	
©2015 Microsoft Legal   Privacy	





- 6. Example Authentication Phone Set-up
  - a. Select your country or region;
  - b. Enter your Phone Number
  - c. Select the "text me" or "call me" button

e don't lose acces	ss to your account!		alumniuser01@geneva.edu   <b>?</b>
Please verify your authentication Authentication phone			
United States (+1)	≥ 999-999-9999 .	back	Step 6, Example of setting up your phone and receiving a code via text message
©2015 Microsoft Legal   Privac	у		





## 7. Verify Your Phone

- a. Enter the verification code from the text message or phone call
- b. Select the "verify" button

e number below.			
/24-987-2154			
verification code to your phone.		Ste	p 7, verify your text message code
× verify	lly ogame		
_			
	back		
	verification code to your phone.	Y 724-987-2154   verification code to your phone. x   x verify	verification code to your phone.

8. Once authenticated, select the "finish" button

	alumniuser01@geneva.edu   <b>?</b>
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 +1 724-987-2154. Change Authentication Email is not configured. Set it up now	Step 8, finish the verification steps
finish cancel	
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9. Once you are logged into your account, launch the Mail application, setup your language and time zone and start emailing!

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## **Additional Resources:**

More information about Office 365 email can be found at: <u>Getting started in Outlook Web App</u> <u>for Office 365</u>

