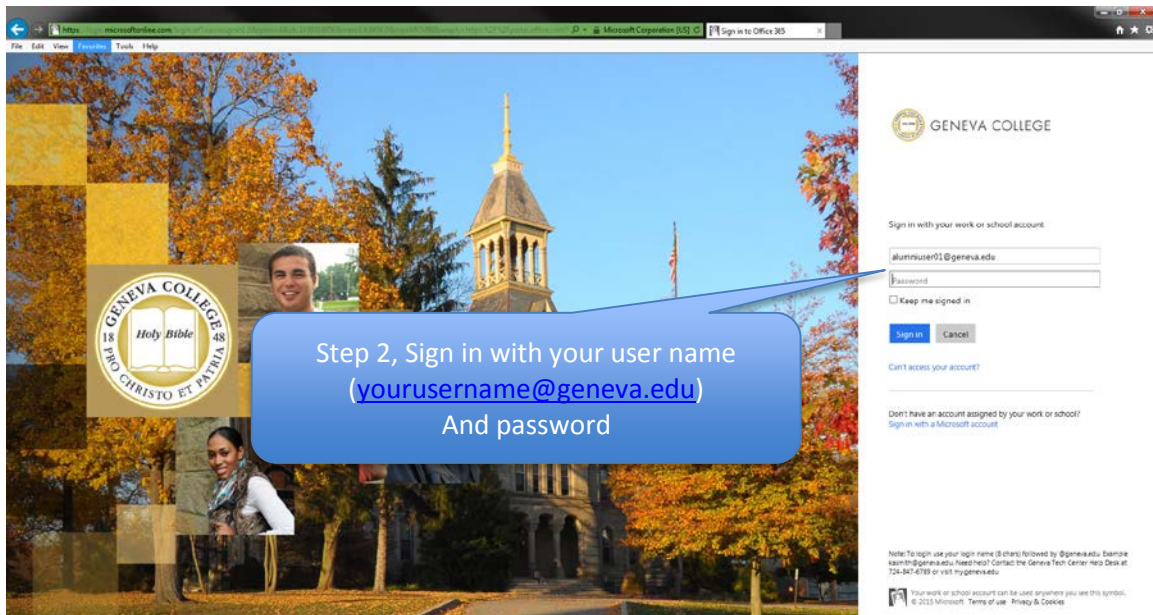
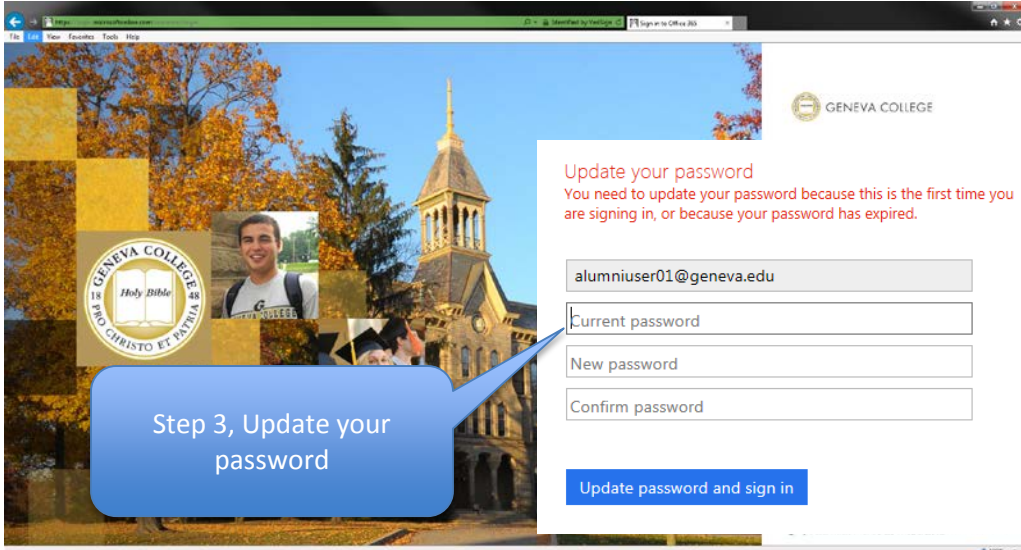


These instructions will help you sign into your Alumni email, and sign-up for Password Reset Self Service for your email account.

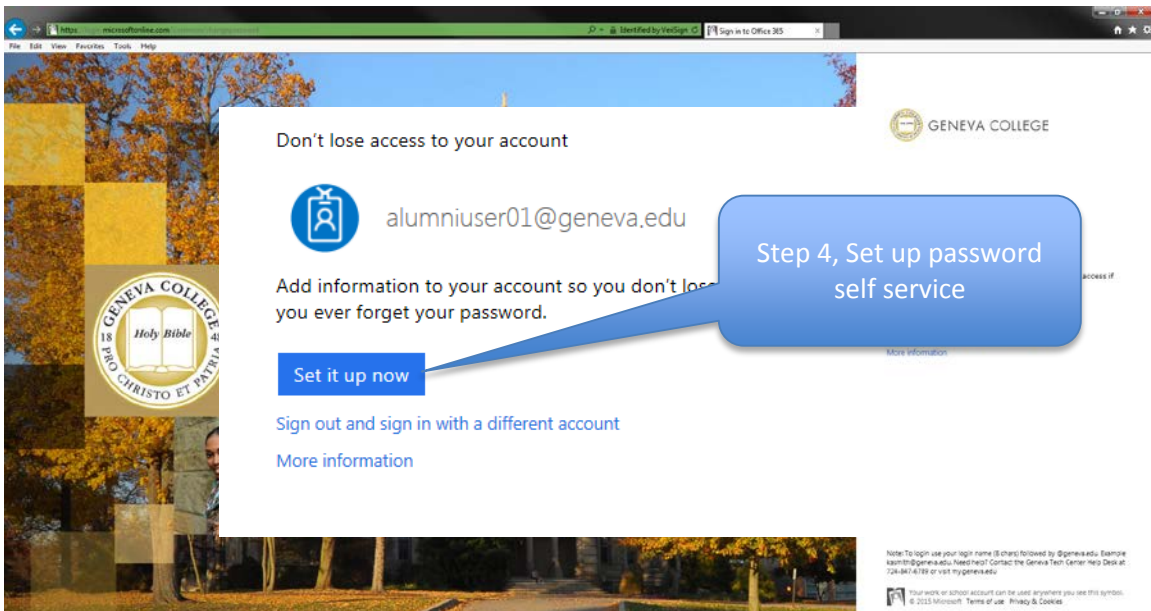
1. Navigate to your new Office 365 Account -> <http://my365.geneva.edu>
2. On the Sign in page,
  - a. Enter your username ([yourusername@geneva.edu](mailto:yourusername@geneva.edu))
  - b. Enter your login password (you must contact the [helpdesk@geneva.edu](mailto:helpdesk@geneva.edu) if you don't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



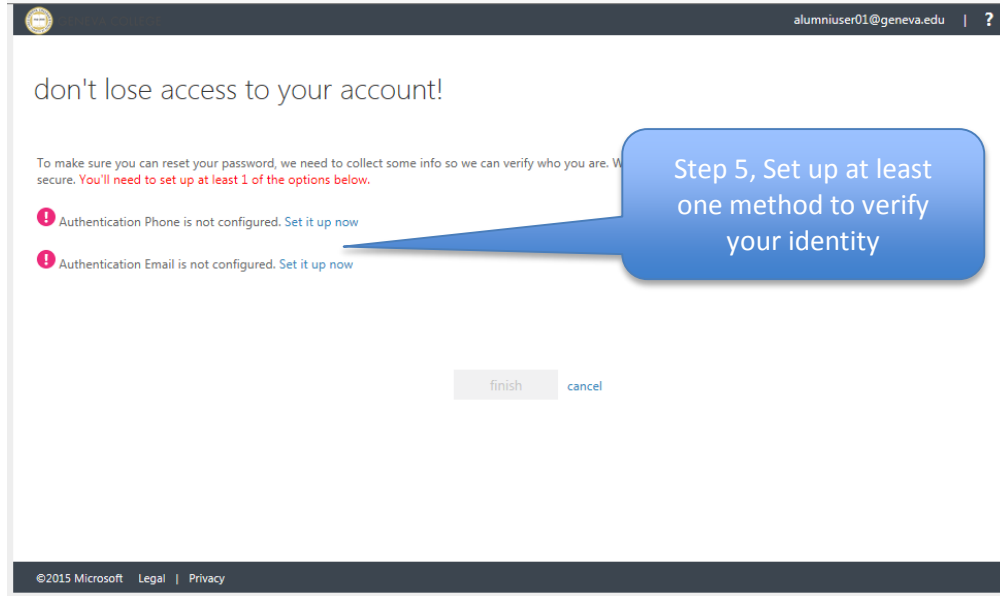
3. You may be required to update your password.
  - a. Enter your password into the Current Password field;
  - b. Enter and Confirm a new personal password;
  - c. Select the “Update password and sign in” button



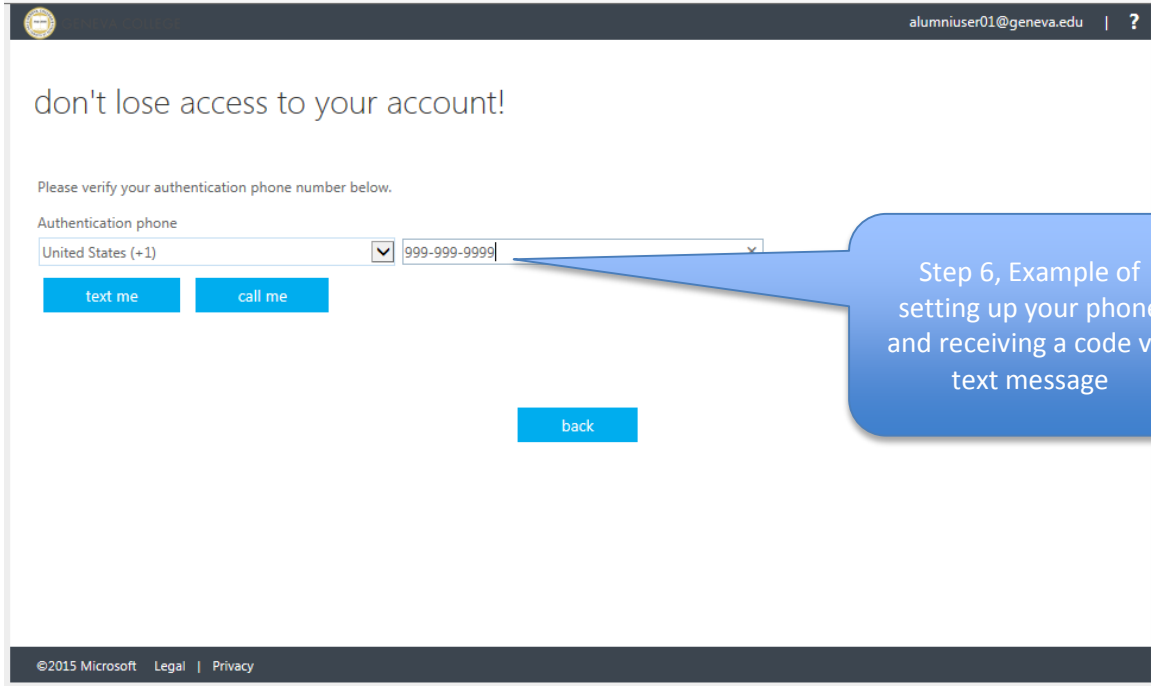
4. Don't lose access to your account - Geneva Information Technology Services requires that you set up the email account password self-service feature. This is a great feature so you don't lose access if you ever forget your password.
  - a. Select the “Set it up now” button



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.

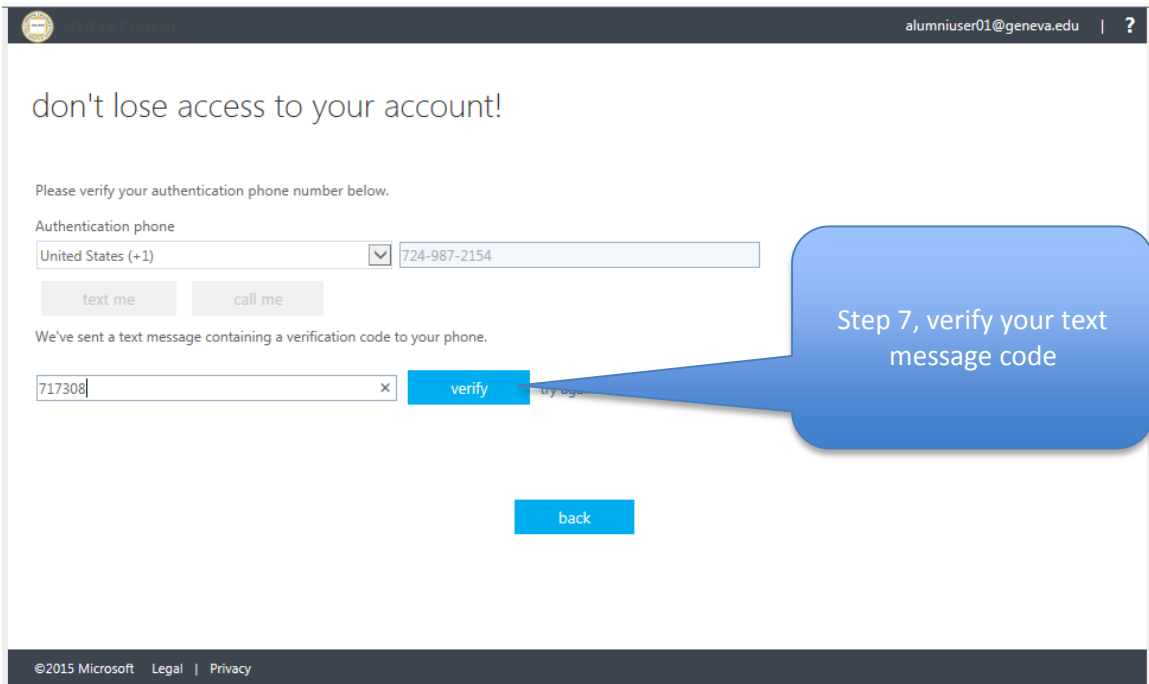


6. Example Authentication Phone Set-up
  - a. Select your country or region;
  - b. Enter your Phone Number
  - c. Select the “text me” or “call me” button

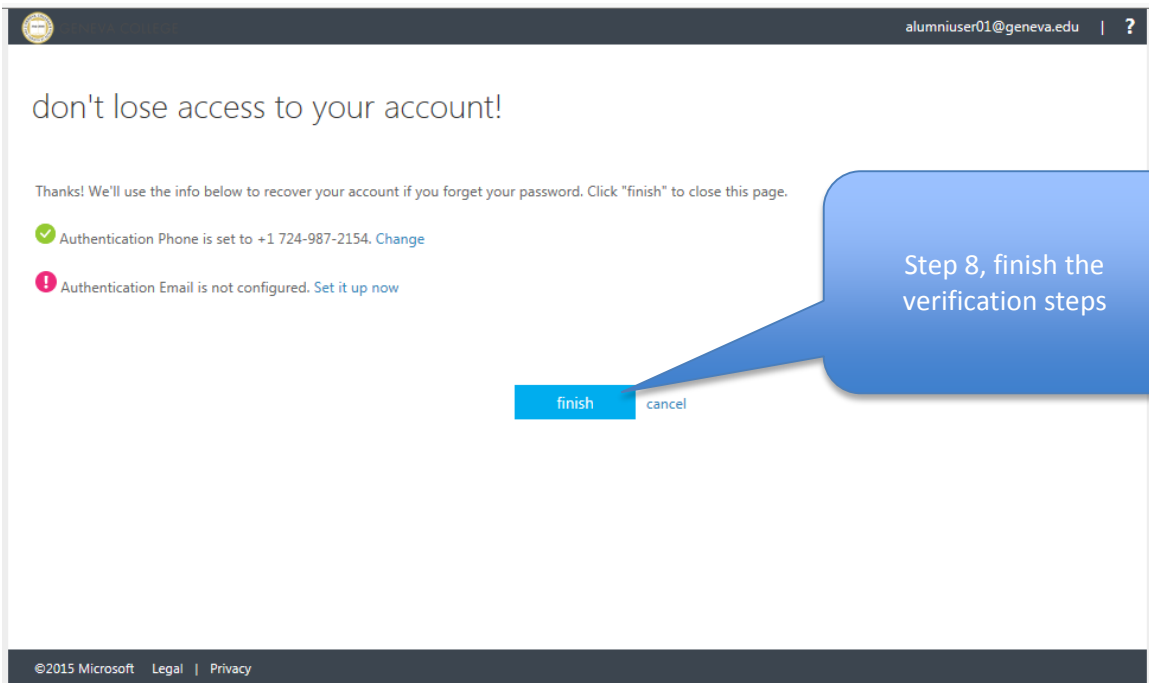


7. Verify Your Phone

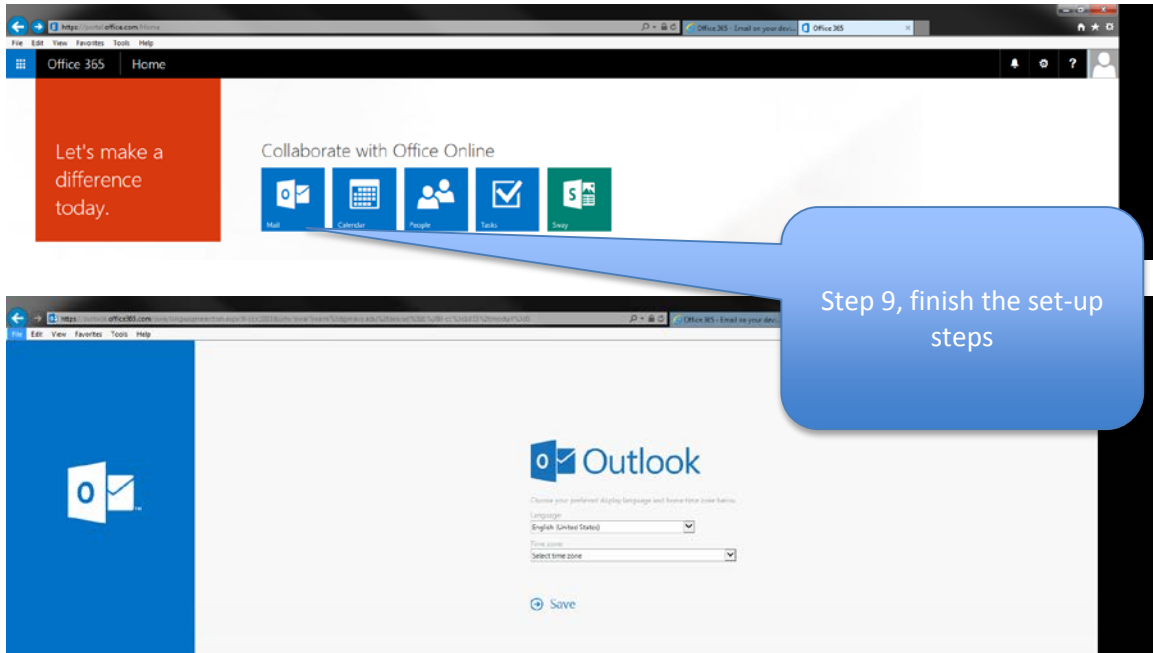
- a. Enter the verification code from the text message or phone call
- b. Select the “verify” button



8. Once authenticated, select the “finish” button



9. Once you are logged into your account, launch the Mail application, setup your language and time zone and start emailing!



**Additional Resources:**

More information about Office 365 email can be found at: [Getting started in Outlook Web App for Office 365](#)