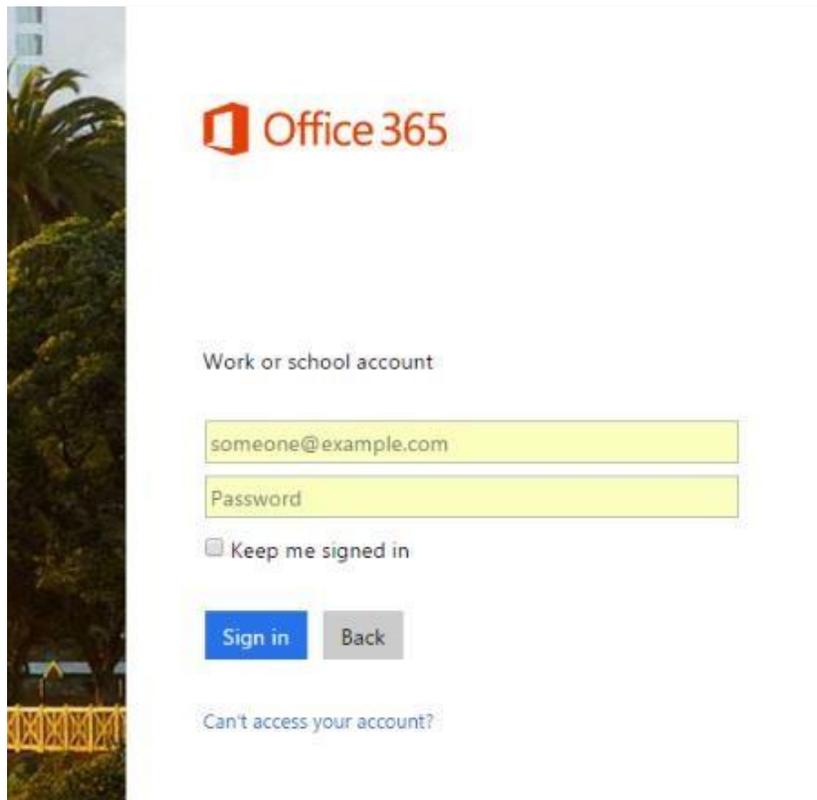




The Office of Information Technology has enabled new security features to allow faculty and staff to reset their own passwords. The new password reset feature works in tandem with your Salve Regina Office 365 account. In order for you to be able to use the Auto Password reset tool it must be setup first. Follow the steps below to complete the setup process.

Login into [Office 365](#) or <https://portal.office.com> with Salve user name and password.



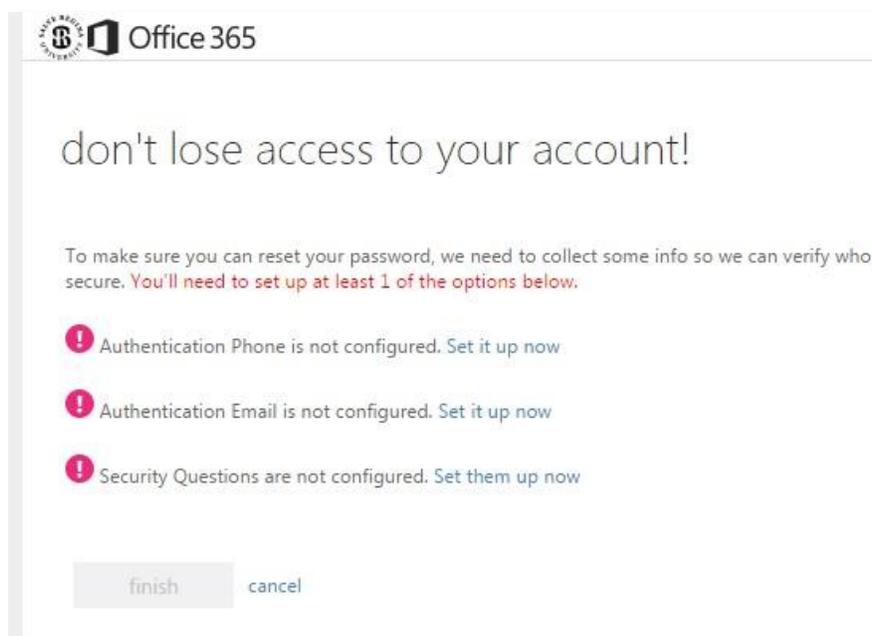
Select **Next**. (If you have set-up the password reset feature before you will be directed to the Microsoft Office Home Page)



You will be presented with the following page where you can choose an option that will allow you set up verification that will let you auto-reset your password.

You have three options: using your Cell Phone, E-mail or answering three security questions. Choose one, or all three if you want. **If you choose to receive a text or phone call for verification, follow the following directions:**

Choose: **Authentication Phone is not configured. Set it up now.**



You will be presented with the following screens and just fill in the information requested: Country/region of origin such as United States (1+) and the phone number to be called (cannot be a Salve internal phone number).



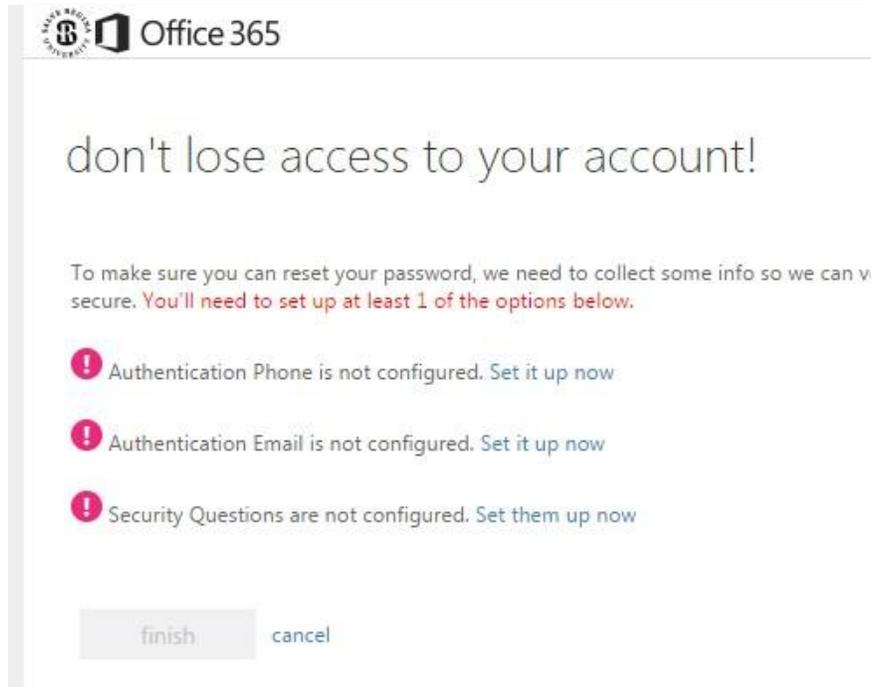
Now you can choose the **text me** button if you want to be texted or the **call me** button if you want to be called.

You will now receive a text message or a phone call with the verification code, which you will enter into the text box labeled **verify**. Now select the verify button.

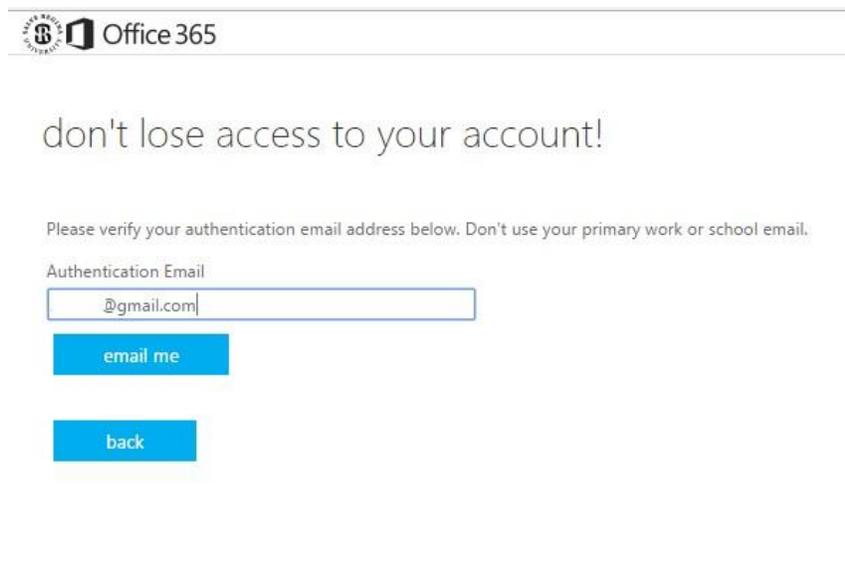


You will be presented with the following page again where you can choose another option that will allow you set up verification that will let you auto-reset your password or select Finish.

To use **e-mail**, choose: **Authentication E-mail is not configured. Set it up now.**



Please enter a non-salve e-mail into the text box to receive your password reset verification Code and select [e-mail me](#) button.



You will now receive an e-mail with the verification code which you will enter into the text box labeled [verify](#). Now select the [verify](#) button.



Office 365

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

@gmail.com

email me

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

056096

verify try again

back

You will be presented with the following page again where you can choose another option that will allow you set up verification that will let you auto-reset your password or select **Finish**.

To use **security questions**, choose: **Security Questions are not configured. Set it up now.**

Office 365

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can be 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
- ! Security Questions are not configured. Set them up now

finish cancel

You will be presented with the following page where you can select your **security questions** via the five pull down menus.

Please choose five security questions and enter your answers into the five text boxes and select the **save answers** button.



 Office 365 helpdesk.

## don't lose access to your account!

Please select questions to answer below. *Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.*

**Security question 1**

What was the  ▼



**Security question 2**

What were the  ▼



**Security question 3**

What  ▼



**Security question 4**

What is the  ▼



**Security question 5**

What is the  ▼



[save answers](#)

[back](#)



Once the **save answers** button is selected, you will be presented with this page: **Fill in Language and Time Zone**. Select **Save** and you can now use the auto-password reset feature.

The image shows the Outlook settings page for language and time zone. At the top left is the Outlook logo, which consists of a blue square with a white 'O' and a white envelope icon, followed by the word 'Outlook' in a blue sans-serif font. Below the logo, the text 'Choose your preferred display language and home time zone below.' is displayed. There are two dropdown menus: the first is labeled 'Language:' and has 'English (United States)' selected; the second is labeled 'Time zone:' and has '(UTC-05:00) Eastern Time (US & Canada)' selected. At the bottom left of the form is a blue circular button with a right-pointing arrow and the word 'Save' next to it.