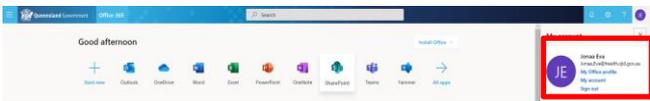


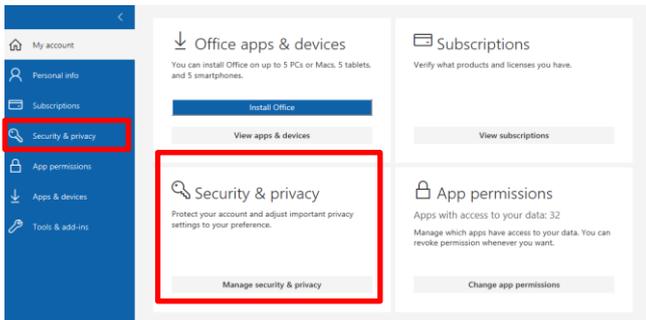
## Modifying Security Verification Settings

When you are logged into Office 365, ensure that your details are correct for security verification. You will need this for when logging into new devices.

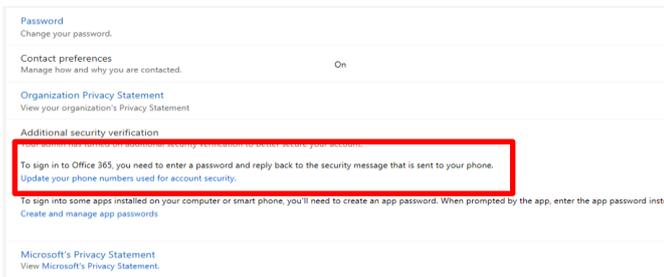
1. Sign into [Office 365](#).
2. In the upper-right corner of the *Office 365* homepage, select your account name and then select **My account**.



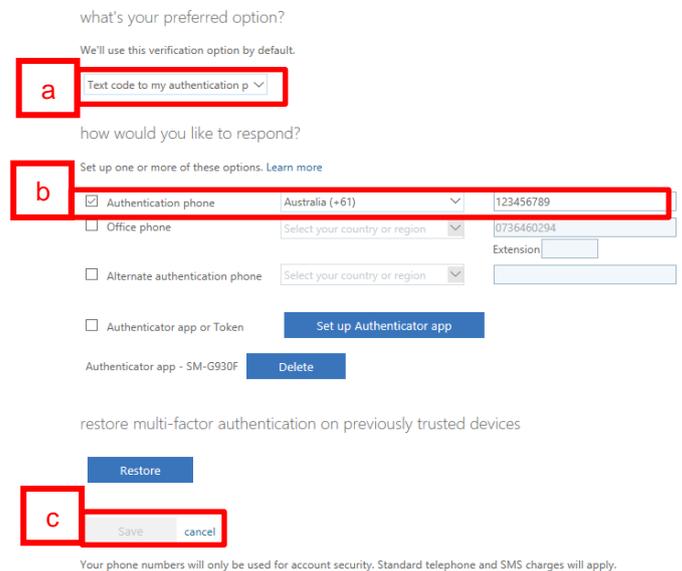
3. Select on the **Security & privacy** tile or tab in the left-hand banner and click **Manage security & privacy**.



4. Click on **Additional security verification** and then click on **Update your phone number used for account activity**.



5. In your preferred options follow these steps:
  - a. Change your preferred option via the drop-down menu to **Text code to my authentication phone**.
  - b. Change your method of response by selecting **Authentication phone**.
    - Select Country: **Australia**
    - Input **mobile** number
  - c. Click **Save**.



**Note: Add your personal mobile number. You receive all verification PINs on this number for any future logins to Office 365.**

6. Once details have been updated, click **Save** and you will be returned to **My account**.