DIGITAL METRO NORTH

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**.



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

<				
My account	eq Office apps & devices	Subscriptions Verify what products and licenses you have.		
A Personal info	You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.			
Subscriptions	Install Office			
🔍 Security & privacy	View apps & devices	View subscriptions		
App permissions				
↓ Apps & devices	🖓 Security & privacy	App permissions		
🥬 Tools & add-ins	Protect your account and adjust important privacy settings to your preference.	Apps with access to your data: 32 Manage which apps have access to your data. You can revoke permission whenever you want.		
	Manage security & privacy	Change app permissions		

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

Password Change your password.	
Contact preferences Manage how and why you are contacted.	On
Organization Privacy Statement View your organization's Privacy Statement	
Additional security verification	
Additional security verification for some rate of additional security verification To sign in to Office 365, you need to enter a password Update your phone numbers used for account securit	on to centri score your account I and reply back to the security message that is sent to your phone. y.
Adoitional security vermation To sign in to Office 365, you need to enter a passworr Update your phone numbers used for account securit To sign into some apps installed on your computer or Create and manage app passwords	on no ocnor lecter your account. and reply back to the security message that is sent to your phone. F smart phone, you'll need to create an app password. When prompted by the app, enter the app password inst

- Quick Reference Guide
- 5. In your preferred options follow these steps:
 - a. Change your preferred option via the dropdown 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.

	what's your preferred option?						
	We'll use this verification option by default.						
а	Text code to my authentication p 🗸						
	how would you like to respond?						
Set up one or more of these options. Learn more							
D	Authentication phone	Australia (+61)	\sim	123456789			
	Office phone	Select your country or region	\sim	0736460294			
	Alternate authentication phone	Select your country or region	\sim	Extension			
	Authenticator app or Token	Set up Authenticator a	рр				
	Authenticator app - SM-G930F	Delete					
restore multi-factor authentication on previously trusted devices							
_	Restore						
С	Save cancel						
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.							

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**.

