

PREPARING FOR SELF SERVICE PASSWORD RESET AND 2 FACTOR AUTHENTICATION

To ensure sufficient password security measures are in place Montrose will be introducing Self Service Password Reset and 2 Factor Authentication (2FA).

Before this can occur, all staff will need to perform the following

UPDATING INFORMATION IN OFFICE 365

1. Open [Office.com](https://office.com) using
2. Sign in using your Montrose username and password
3. On the top right hand corner click on your name
4. Click on View Account under your user name

Security info



Keep your verification methods and security info up to date.

[UPDATE INFO >](#)

5. Click on Update Info in the Security Info panel
6. Press add a method to include your phone number and repeat for a backup email (please use your personal rather than your Montrose email)

Add a method

Which method would you like to add?

Email



Cancel

Add

Email

What email would you like to use?

thisismyemail@hotmail.com

Cancel



Next

7. Your 2nd authentication code will be sent to the selected method. You will then need to enter the code when prompted.
8. Once entered you will have setup office.com to reset your password

Security info

These are the methods you use to sign into your account or reset your password.

+ Add method

 Phone	+61 0414325607	Enable two-step verification	Delete
 Email	User@hotmail.com	Change	Delete

Lost device? [Sign out everywhere](#)