



Office 365

Account Security & Access Guide

Important Notice

To protect our organization from unauthorized access and spam activity, all users are required to reset their password and reconfigure authentication immediately.

Failure to complete these steps may result in loss of access to your account.

1. Reset Your Password

Go to <https://passwordreset.microsoftonline.com/>

Enter your email address and follow prompts.

Create a strong, unique password (minimum 12 characters, mix of types).

Screenshot: Password Reset Page

← ↻ 🏠 <https://passwordreset.microsoftonline.com>

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio. *

[Next](#) [Cancel](#)

2. Set Up Multi-Factor Authentication (MFA)

Download Microsoft Authenticator app.

Go to <https://aka.ms/mfasetup>

Sign in and scan QR code.




Approve test notification.

Add backup phone number.

Screenshot: Authenticator App icon



Screenshot: Backup Phone Number

+ Add sign-in method			
	Phone	+1 (800) 555-1234	Change Delete
	Password	Last updated 4 years ago	Change
	Microsoft Authenticator Push multi-factor authentication (MFA)	Phone is the best	Delete

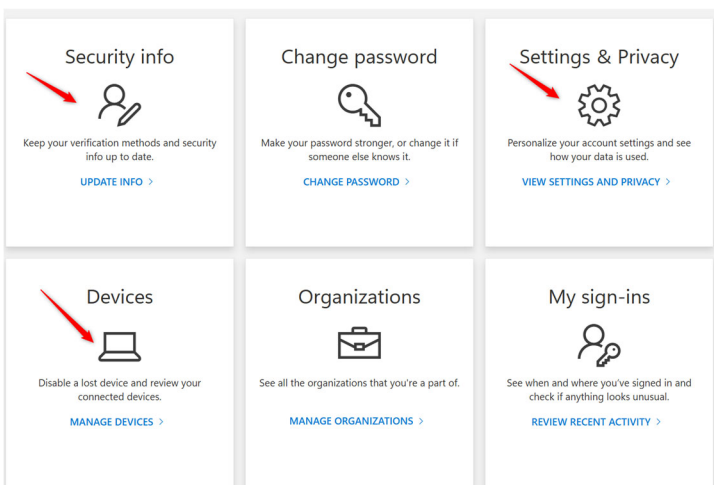
3. Verify Your Security Settings

Visit <https://myaccount.microsoft.com/security-info>

Confirm all methods are yours.

Remove anything unfamiliar.

Screenshot: Account Security Settings



4. If You Cannot Reset Your Password

Email admin@southingtonbkmb.com

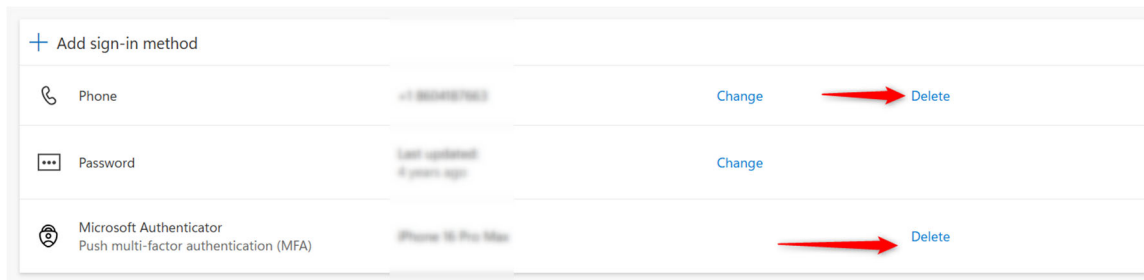
Include your name, role, account email, and issue description.

5. Board Member Account Handover Process

Outgoing member:

- Remove all authentication methods
- Sign out of all devices
- Notify admin

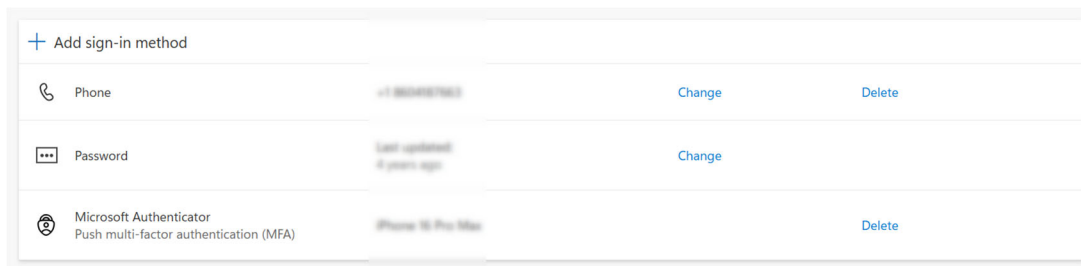
Screenshot: Remove authentication methods (Security info page)



Incoming member:

- Request access
- Reset password
- Set up MFA
- Verify security settings

Screenshot: Security info page after setup (show MFA + backup methods)



6. Security Best Practices

Do not share passwords.

Use MFA.

Use unique passwords.

Report suspicious activity immediately.