

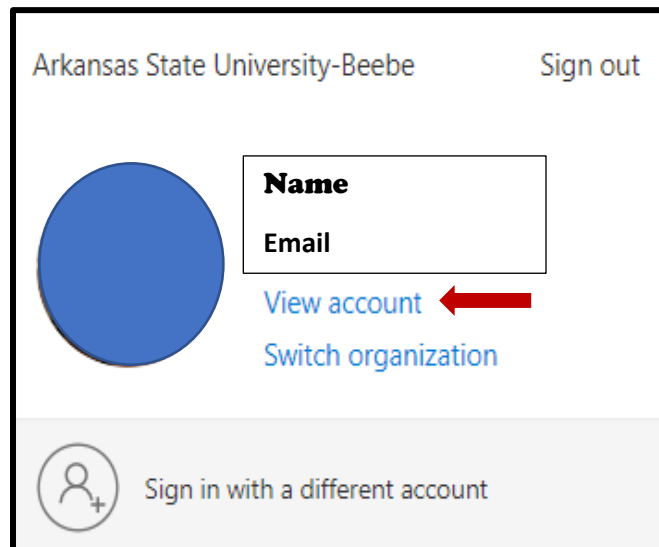


Here is a simple setup guide (Windows PC/laptop):

- Log in to your Outlook 365 email at mail.asub.edu
- Select the avatar



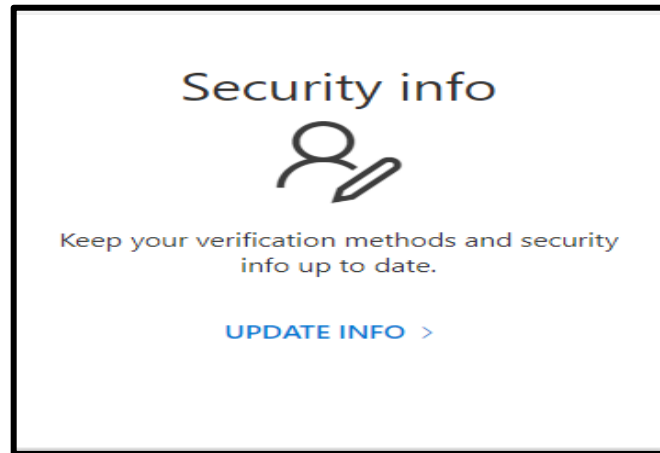
The following screen will appear:



- Select “View account.”



The following screen will appear:



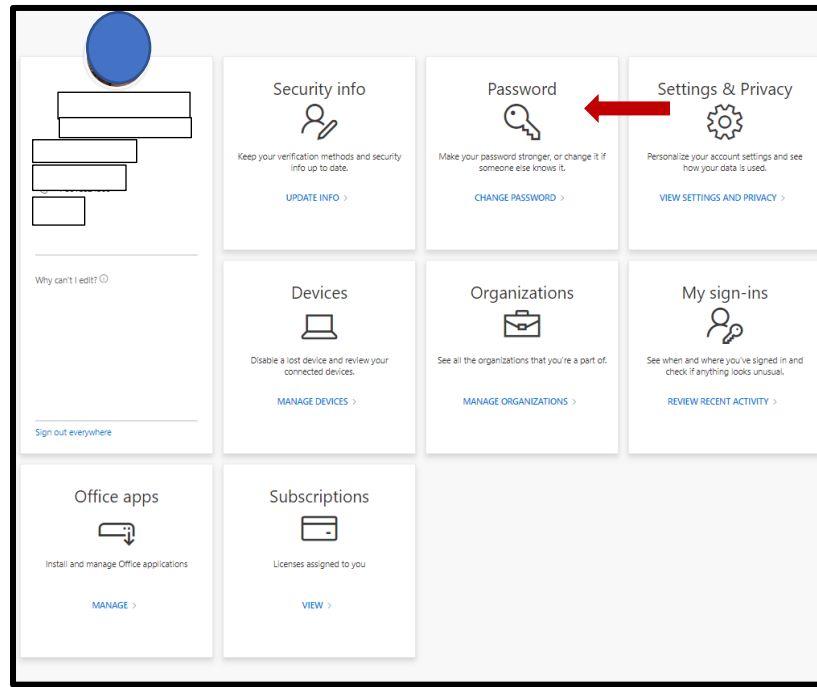
- Click the “Update info” link on the “Security Info” tile.

A screenshot of a Microsoft account 'Additional security verification' page. The page title is 'Additional security verification'. Below it, a subtitle reads: 'Secure your account by adding phone verification to your password. View video to know how to secure your account.' The main section is titled 'Step 1: How should we contact you?'. It contains a form with a dropdown menu for 'Authentication phone' (currently showing 'United States (+1)'), a text input field for the phone number, and a red error message below it: 'Invalid phone number. Please provide a phone number in following format: 999 999 9999'. Below the phone number field is a 'Method' section with two radio buttons: 'Send me a code by text message' (unselected) and 'Call me' (selected). A blue 'Next' button is located at the bottom right of the form. At the very bottom of the page, there is a small disclaimer: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' and a footer with '©2021 Microsoft Legal Privacy'.

- Follow the prompts and enter all information



When completed, you will return to the main screen:



- Click the "Password" tile.

The following screen will appear:



- Click on the "Change Password" link



- The following screen will appear:

A screenshot of a Microsoft 'Change password' web form. The form has a white background with a black border. At the top left is the Microsoft logo. The title 'Change password' is centered. Below it are four input fields: 'User ID', 'Old password', 'Create new password', and 'Confirm new password'. Each input field has a red arrow pointing to it from the right. At the bottom left, there is a green 'Submit' button with a red arrow pointing to it from the left. To the right of the 'Submit' button is a blue 'Cancel' link.

- Fill in each tab and select “Submit.” (Your new password should have both upper- and lower-case letters, a number, and a symbol (&%\$#!))

After changing your password, please allow a few minutes before using the new password. It often takes Microsoft five minutes or so to synchronize all of their login servers. If you have any questions, or are struggling getting set up, feel free to contact the Vanguard Technical Support Center at 501-882-8999 or via email at helpdesk@asub.edu. For immediate assistance, please contact the Virtual Help Desk (M-T 8-7, F 8-5).