

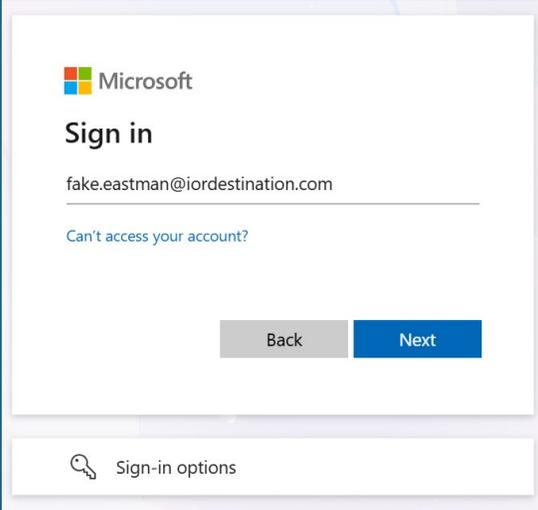
Resetting your own IOR Email Password

In order to have the capability to change your own IOR email password, you first need to sign into your Microsoft Security Info page:

mysignins.microsoft.com/security-info

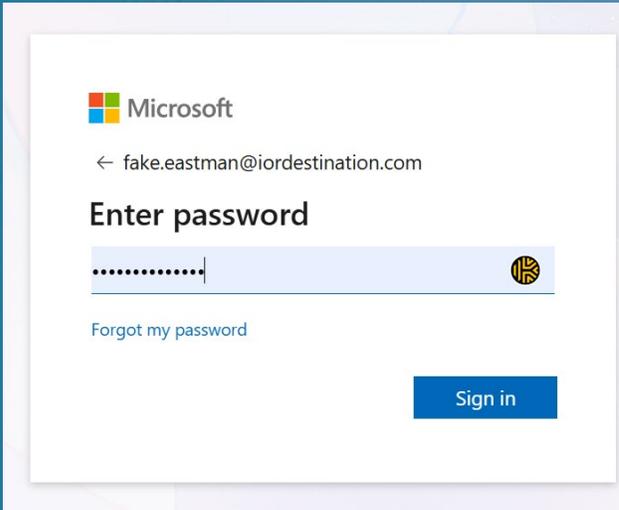
You will need to sign in just as you do your IOR email.

Add your IOR email address



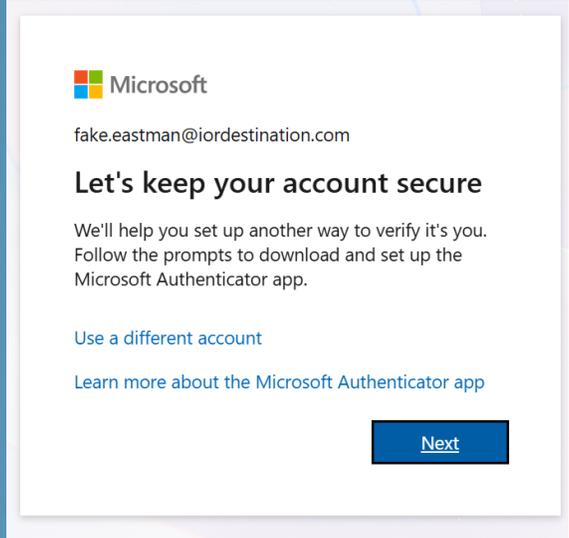
The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "fake.eastman@iordestination.com". Below the input field is a link that says "Can't access your account?". At the bottom of the page, there are two buttons: a grey "Back" button and a blue "Next" button. In the bottom left corner, there is a magnifying glass icon followed by the text "Sign-in options".

Add your IOR email password



The screenshot shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed. Above the password input field, there is a back arrow and the email address "fake.eastman@iordestination.com". The password input field contains several dots and a small circular icon on the right. Below the input field is a link that says "Forgot my password". At the bottom right of the page, there is a blue "Sign in" button.

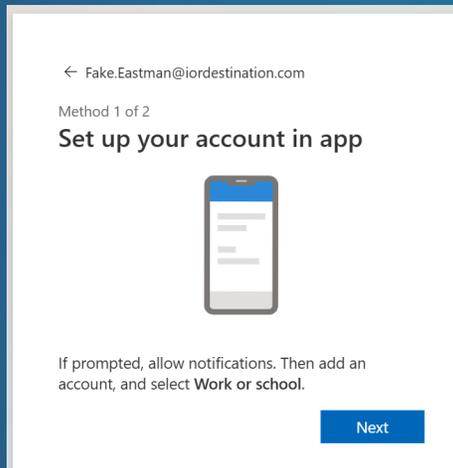
Click Next



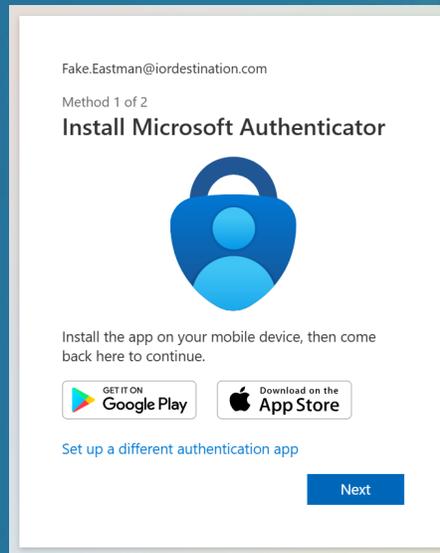
The screenshot shows a Microsoft security page. At the top left is the Microsoft logo. Below it, the email address "fake.eastman@iordestination.com" is displayed. The main heading is "Let's keep your account secure". Below this heading, there is a paragraph of text: "We'll help you set up another way to verify it's you. Follow the prompts to download and set up the Microsoft Authenticator app." Below the paragraph are two links: "Use a different account" and "Learn more about the Microsoft Authenticator app". At the bottom right of the page, there is a blue "Next" button.

Verify Your Account

You already have done this when you set up your IOR email



Open the Microsoft Authenticator app on your phone



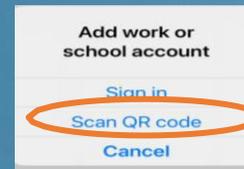
Open and tap on the “+” sign



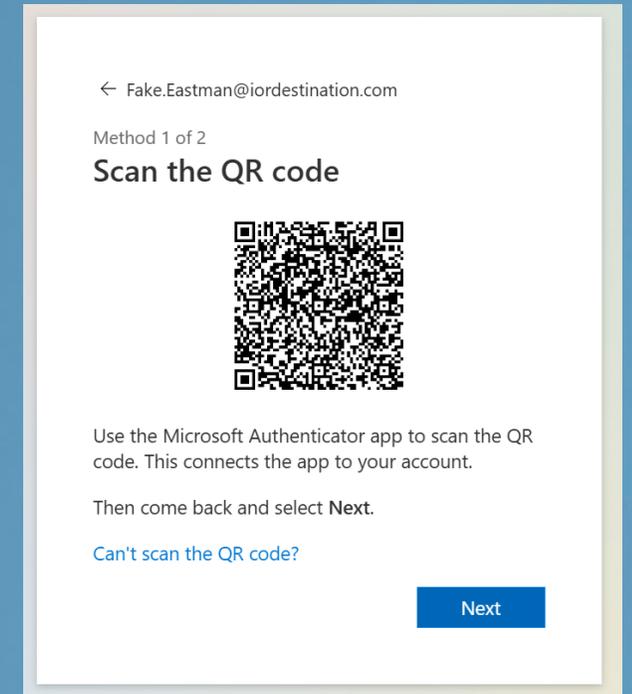
Choose “Work or School”



Choose “Scan QR Code”



Scan the code on your computer



You now have access to your IOR email's Security info. If you forget your password, you can reset it. Please bookmark: mysignins.microsoft.com/security-info

Security info

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

You're using the most advisable sign-in method where it applies.

Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification [Change](#)

[+](#) Add sign-in method

	Phone	(222) 333-4444	Change	Delete
	Password	Last updated: 2 years ago	Change	
	Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone 16 Pro		Delete

Questions? Contact Tech@iorworld.com