

Office 365 Update

All existing Microsoft Office 365 users will need to provide a non-Ryerson external email address and/or a mobile cell number to allow a password reset code to be sent to the user if a user forgets his Office 365 password.

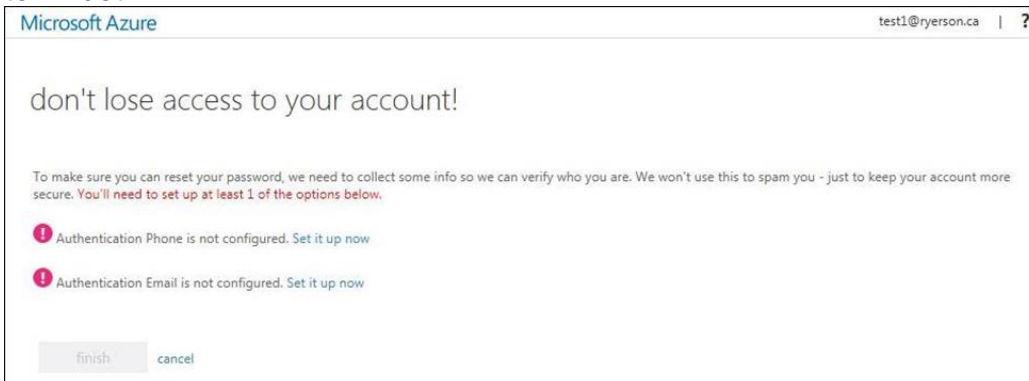
Please follow the steps that will be shown to you when you login at:

<http://login.microsoftonline.com>

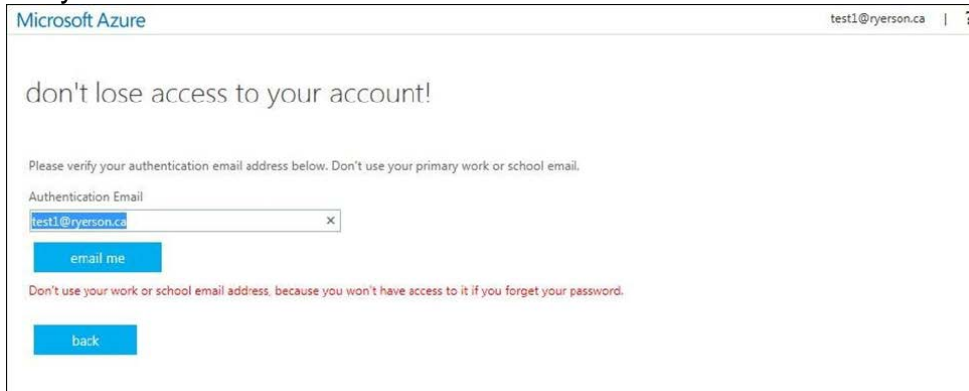
1. At the time of login, you will see a **Set it up now** reminder.



2. Select either one of the options to provide the extra information required. You can also choose to fill both.



3. If you have selected the Email option, make sure NOT to use your @ryerson.ca email address, but your alternate email address.



4. Once you have this information setup, you can always select the most appropriate contact method and reset your password as shown.

