

## Before you begin...

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You will need to be able to log in to your Sandhills Community College Office 365 account to follow these steps. If you are unable to log in, please open a ticket from the MySCC webpage.

## Instructions

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1. Login into your SCC Webmail account from the MySCC page.
2. Log in using your Sandhills email address and password.
3. *Click* the **bubble** in the top-right corner of the window where either your picture or your initials are displayed.
4. From the menu that opens, *click* **View Account**.

5. On the next page, find the Security info panel and *click* **Update info**.

6.

11. (Optional) If you want to set this as your default authenticator, *click* **Change** next to "**Default sign-in method:**". You will be given a drop-down menu of all your available methods. Select the one you just set up, then *Click* **Confirm**.

## Result

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Once you enter the verification code, you will see a prompt in green saying verification was successful. You can now use the method you provided as a second authentication factor, or to recover your account.