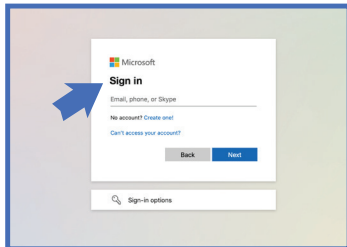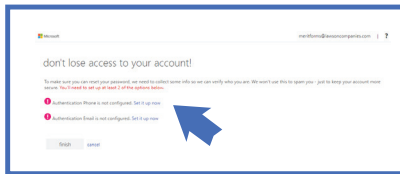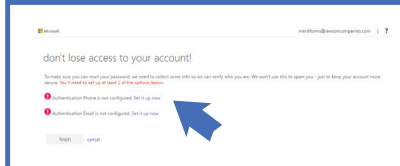The MERIT Quick Guides are a series of step-by-step instructions to help you harness the power of technology.

1 In a browser, go to **https://portal.office.com** and log in with your email address and your current password.

2 Once logged in, you will be taken to a screen to add security prompts to your account. This will allow MS to identify you in the event your account gets compromised. You will need to set up an **authentication phone** and an **authentication email**.

3 Click **Set it up now** next to Authentication Phone. Select your country, then enter a phone number and select either Text Me or Call Me.

If you select Text Me, it will send a text with a code, input the code and hit Verify. **MERIT RECOMMENDS TEXTS** not phone calls.

If you select **Call Me**, you will receive a call and must press a button to confirm the verification. Once completed it will take you back to the set up screen again.

4 Now click on **Set it up now** next to Authentication Email. Enter an email address other than your work email. Then hit **email me**.

You will receive an email with a code. Input the code and select **verify**. This takes you back to the set up screen. Hit finish.

About MERIT 2.0

MERIT was founded in 1983 and was re-branded in 2020 as MERIT 2.0. Our Mission Statement is *To educate every worker at every client and provide them the technology to improve.*
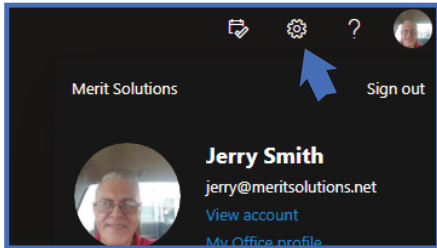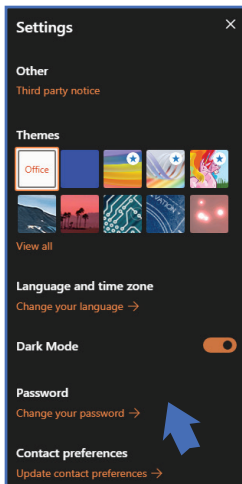
How to Contact MERIT 2.0

SERVICE/REPAIRS/HELPDESK:
e: service@meritsolutions.net
p: 757-420-5150
w: www.meritsolutions.net

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e: marketing@meritsolutions.net
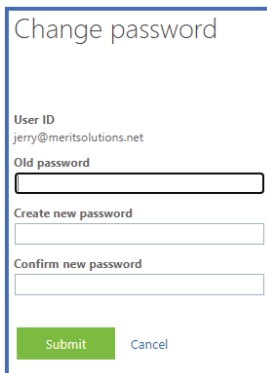p: 757-420-5150 x7007

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5 Tap on the gear icon for settings.

6 This will open a new sidebar. Near the bottom is Password, tap on **Change your password**

7 In the Change password window, type in the old password and the new password in the appropriate locations and submit.

NOTE: For password recommendations, please review the MERIT webinar on password security: https://meritsolutions.net/webinars/

NOTE: The password changes take place in the MS Cloud which takes 20-30 minutes to propagate. Please allow sufficient time.

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