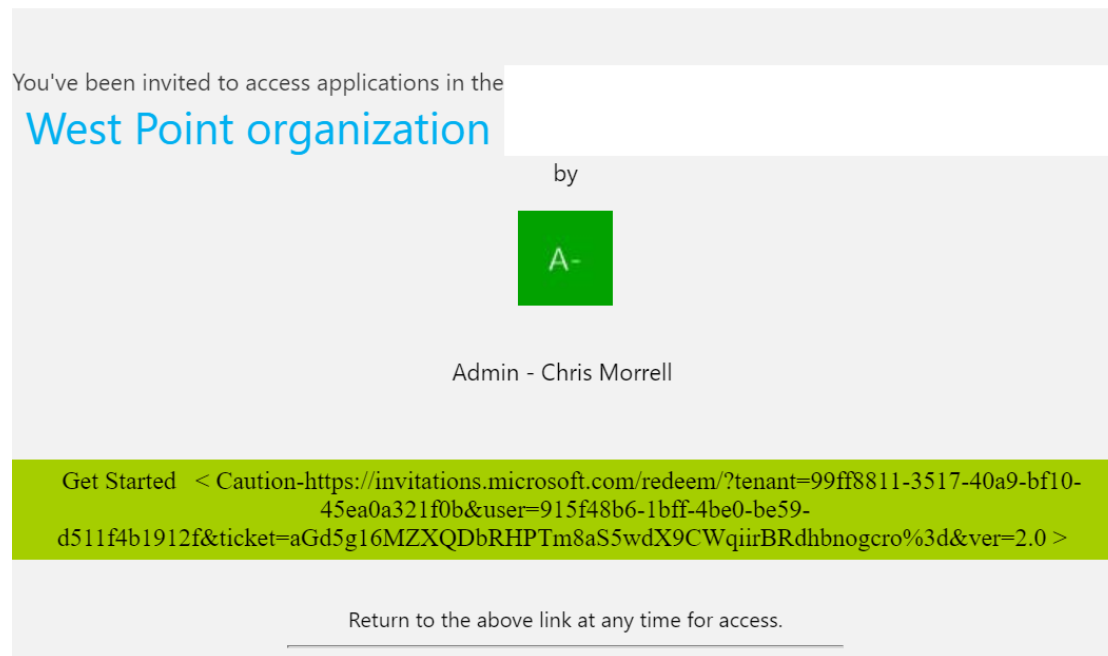


O365 GUEST USER ACCOUNT SETUP GUIDE

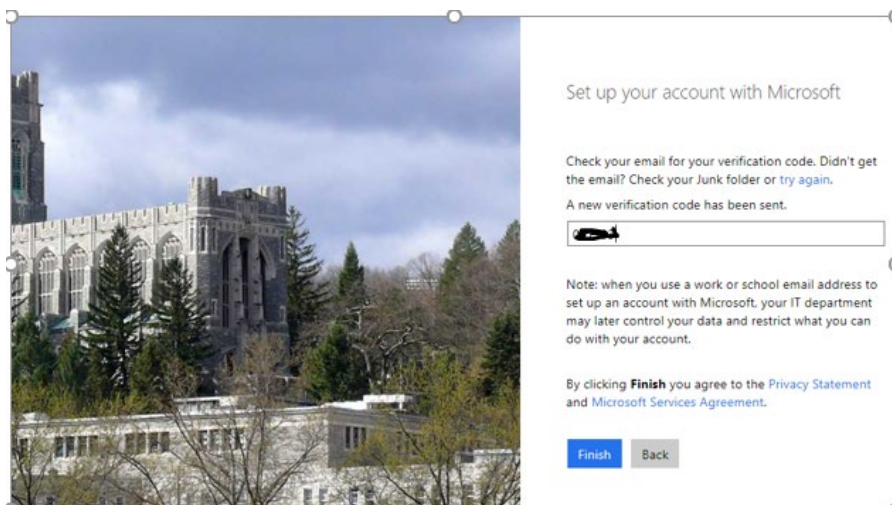
After your guest account has been requested, you will receive an email with the subject line of : **"You're invited to the West Point organization"**.

The body of the email will look something like the image shown below, depending on if you used outlook or a web browser to open the message.

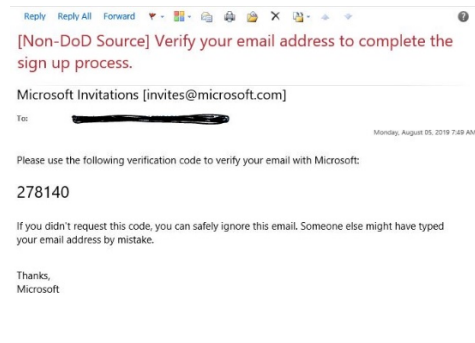
1. Select the link in the email.



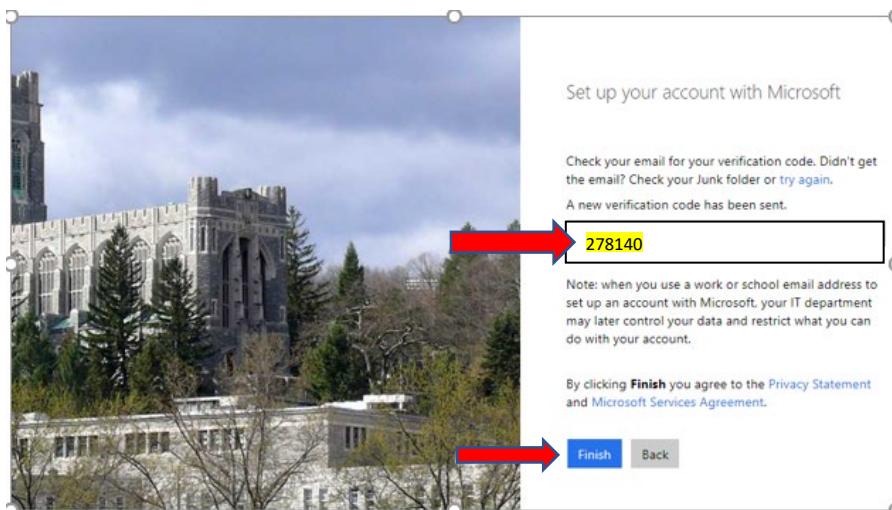
2. This will redirect you to a page that looks similar to the image shown below.



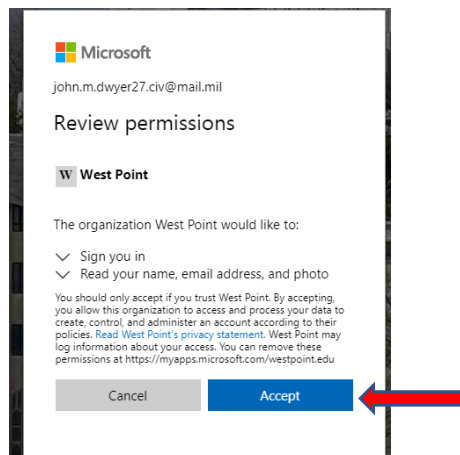
3. And will send an email with a code as shown in the image below:



4. Copy the code from the email and paste it in the box on the verification page.



5. Select finish.
6. You will be asked to review your account permissions as shown in the image below. Click "Accept"



7. To change or update phone number: Select Name (upper right), then select Additional Security Verification.



Manage account

Change password

Set up self service password reset

Additional security verification

Review terms of use

Forget MFA on remembered devices

Sign out everywhere

8. From here you can enter your phone, etc. to verify your authentication.