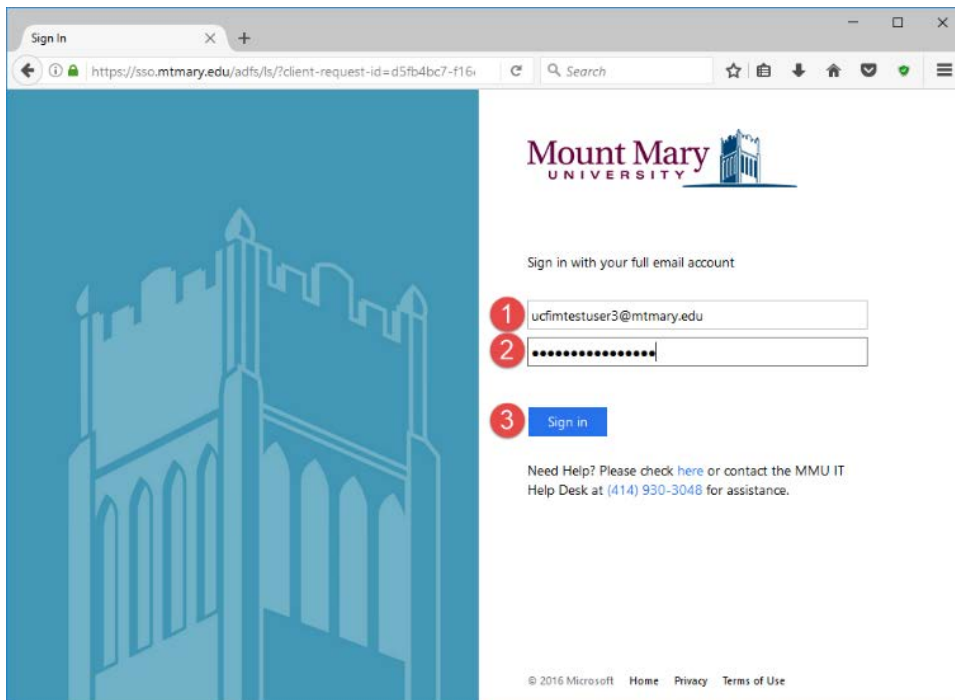


Sign In to Campus Email

The first time that you sign in to your campus email, you will be prompted to set up your verification options for the self-service password reset system.

1. Open <https://mtmary.edu> in a web browser.
2. Click on the **Campus Mail** link in the top-right corner of the page.
3. Enter your Mount Mary email address in the top text field (1), and your password in the bottom text field (2). Then press the **Sign in** button (3).



Sign in

https://sso.mtmary.edu/adfs/ls/?client-request-id=d5fb4bc7-f16

Mount Mary
UNIVERSITY

Sign in with your full email account

1 ucfimttestuser3@mtmary.edu

2

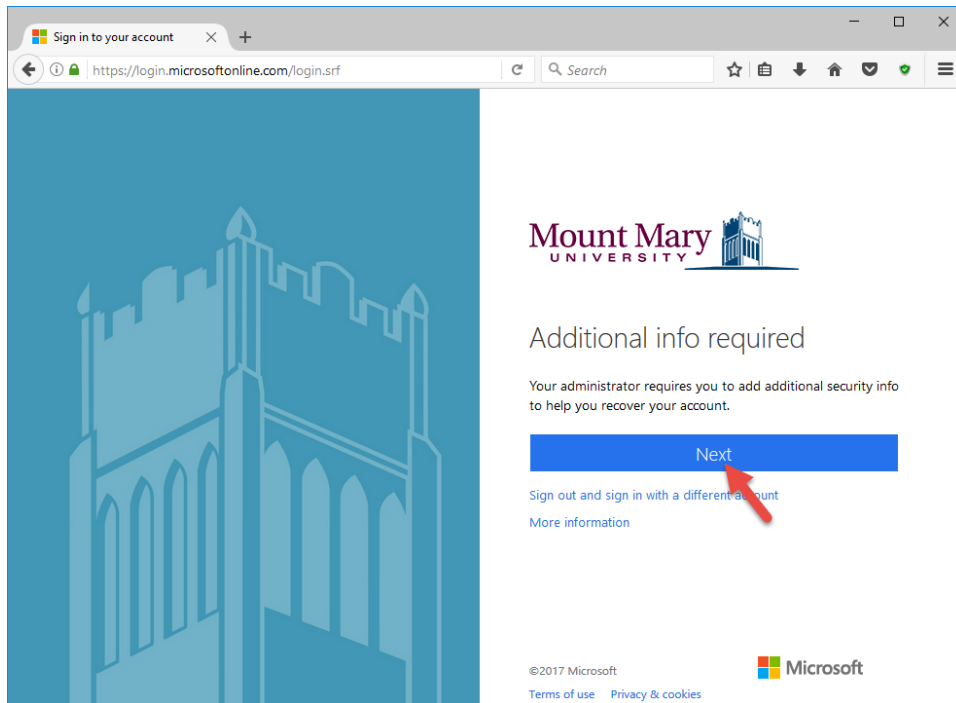
3 Sign in

Need Help? Please check [here](#) or contact the MMU IT Help Desk at (414) 930-3048 for assistance.

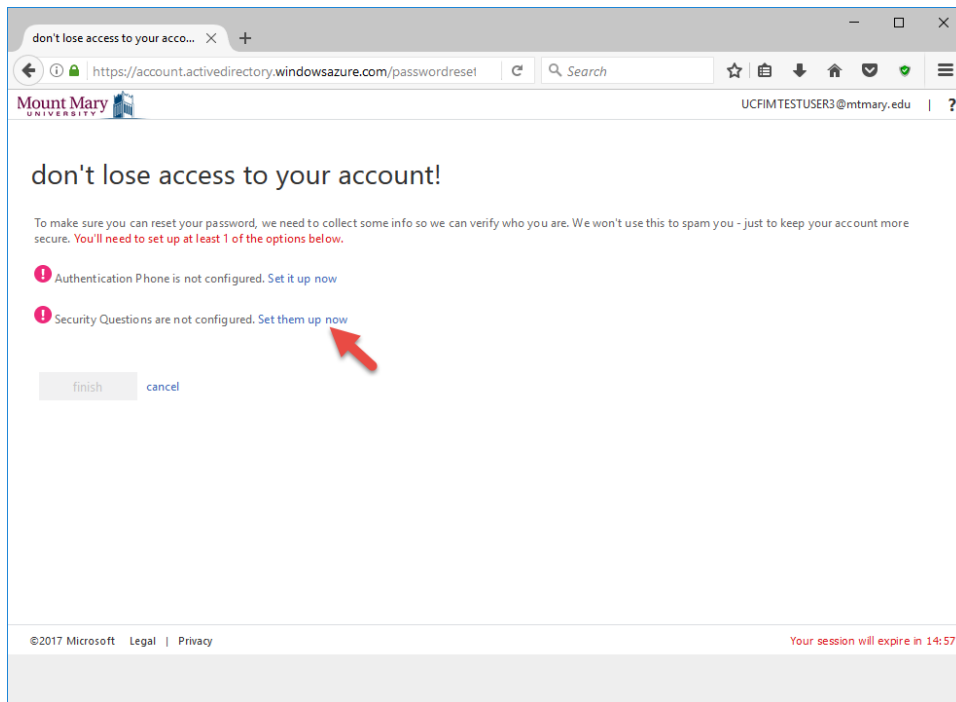
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Select Verification Methods

1. A message will be displayed indicating that additional security information is required. Click the **Next** button.



2. Click the link labelled **Set it up now** next to *Authentication Phone is not configured* to receive a confirmation code via telephone for verification, or **Set them up now** next to *Security Questions are not configured* to select your security questions and answers.



Note: You may set up an authentication phone number, security questions, or both.

Set Up an Authentication Phone Number

1. Select the appropriate country code from the dropdown (1). Then enter your phone number in the textbox (2).

Outlook don't lose access to your account! [https://account.activedirectory.windowsazure.com/PasswordR...](#) Search

Mount Mary UNIVERSITY UCFIMTESTUSER3@mtmary.edu | ?

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1) 414

text me call me

back

©2018 Microsoft Legal | Privacy Your session will expire in 14:56

Note: Text message verification can only be used with text-capable mobile phones.

2. Press the **text me** button to have a verification code sent to your cell phone.

Outlook don't lose access to your account! [https://account.activedirectory.windowsazure.com/PasswordR...](#) Search

Mount Mary UNIVERSITY UCFIMTESTUSER3@mtmary.edu | ?

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1) 414

text me call me

back

©2018 Microsoft Legal | Privacy Your session will expire in 14:56

Note: You can press *call me* to have the verification code sent via a phone call instead of a text message.

3. Enter the 6-digit verification code you received into the verification code textbox (1). Then press the **verify** button (2).

Outlook don't lose access to your acco...
https://account.activedirectory.windowsazure.com/PasswordRecovery/VerifyPhone.aspx?...
Mount Mary UNIVERSITY UCFIMTESTUSER3@mtmary.edu

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

414

text me call me

We've sent a text message containing a verification code to your phone.

198476 **1** **2** verify try again

back

©2018 Microsoft Legal | Privacy Your session will expire in 14:57

Note: You can click the *try again* link to have a new verification code sent.

Choose Security Questions

1. For each of the three security questions, choose a question from the dropdown (1). Then type an answer for that question in the corresponding text field (2). Once the field contains a valid response, a green checkmark will appear to the right of the text field.

don't lose access to your account!

Please select questions to answer below. *Your admin requires you to set up 3 questions, and answers must be at least 3 characters long.*

Security question 1

1 What is the last name of your favorite teacher in high school?

2 Example Answer ✓

Security question 2

What is your father's middle name?

Example Answer ✓

Security question 3

What is your favorite food?

Example Answer ✓

save answers

back

Note: Each answer must be at least 3 characters long, and you cannot use the same answer for multiple questions.

2. Once you have chosen and answered all three questions, press the **Save answers** button.

don't lose access to your account!

Please select questions to answer below. *Your admin requires you to set up 3 questions, and answers must be at least 3 characters long.*

Security question 1

What is the last name of your favorite teacher in high school?

Example Answer ✓

Security question 2

What is your father's middle name?

Example Answer ✓

Security question 3

What is your favorite food?

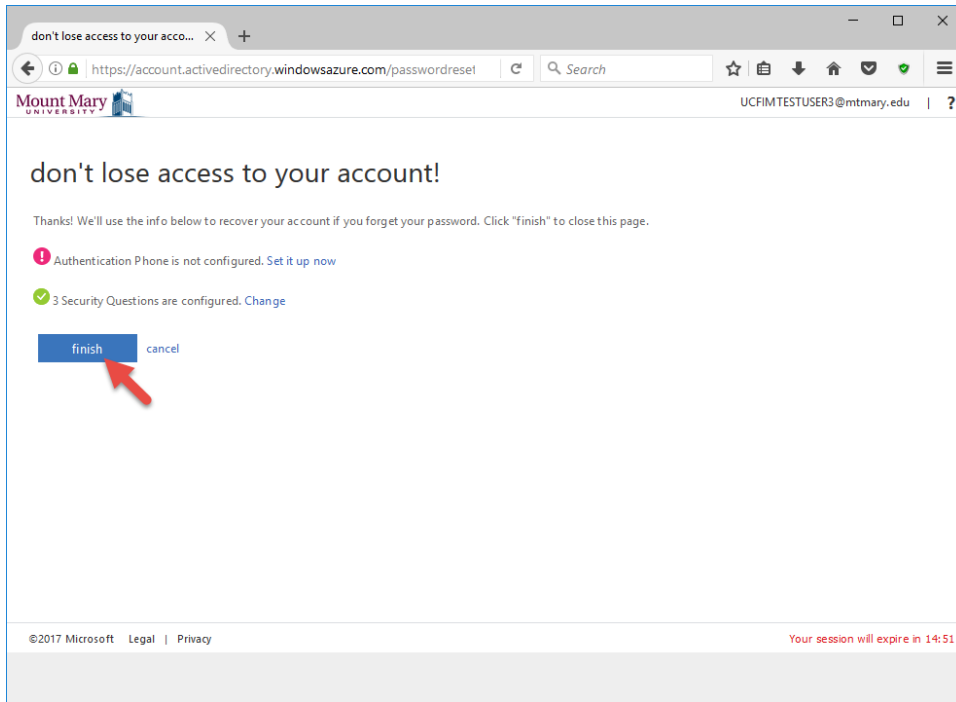
Example Answer ✓

save answers

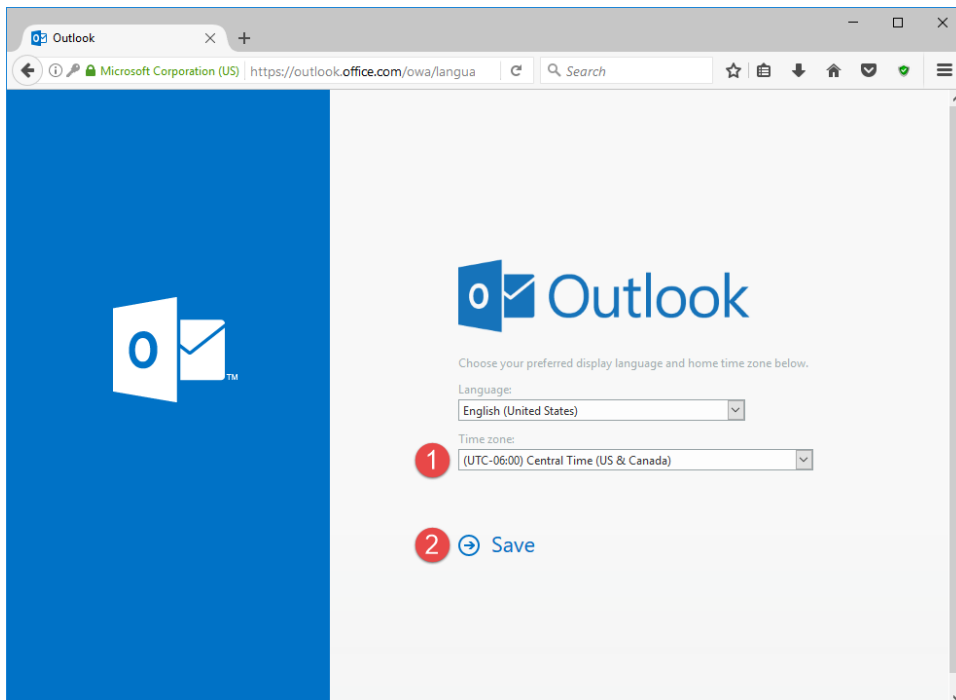
back

Complete the Setup Process

1. Once a verification option is configured, a green checkmark will be displayed next to the corresponding issue, and the text will indicate that the option has been configured. Once you have finished setting up the verification options you want to use, click the **finish** button.



2. You will be taken to your email inbox. If you are accessing your email account for the first time, you will be prompted to set your preferred language and time zone. Select **Central Time** from the **Time zone** dropdown (1). Then press **Save** (2).



If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.