

Setting your security questions for Office 365

When you log into your Office365 account via Moodle, you will notice that the page has changed (see pic below).

To make it easier to reset or change your password from anywhere, even off-site, we are introducing a new feature.

To be able to do this, you will first need to set some security questions and answers.

A screenshot of the 'Sign in here' page. It features a white background with a purple header. The form includes fields for 'Email Address' (containing 'O365Example@hrc.ac.uk') and 'Password' (masked with dots). A purple 'Sign In' button is at the bottom. The footer says 'Powered By iam cloud'.

To set your security questions, simply log in using your usual college account. Your email address should look like...

["123456@student.hrc.ac.uk"](mailto:123456@student.hrc.ac.uk)

After entering your username and password, you will then see a box like this (picture to the right).

Enter your **current** password in the top field.

You will then need to select **three** different security questions and enter the answers in the boxes below them.

Important:

- Try to pick questions for which the answers will **not** change. For example, 'What is your oldest sibling's middle name?'
- Avoid questions like 'Who is your favourite artist?', as the answer to this is potentially going to change in the future.
- Also **try** to avoid questions that many other people will know the answers to.

A screenshot of the 'Security Questions' page. It has a grey header with the title 'Security Questions'. Below the header, there is an information icon and text: 'Please answer 3 of the following security questions to be able to reset your password if you forget it.' The form contains a 'Password' field (masked), followed by three dropdown menus for security questions: 'What is your oldest sibling's middle name?', 'What street did you live on when you were 10 years old:', and 'What is the name of your first school?'. Each question has a corresponding 'Your Answer' text field. At the bottom, there are two buttons: a grey 'Back' button and a purple 'Save Answers' button.

Once you've added three questions, as well as their answers, click 'save answers'.

A message will then appear above the log-in box to say your answers have been saved.

Your questions and answers were saved successfully!

If you ever forget your password, you can reset it from any internet-enabled device. Just go to the Office 365 page in Moodle, type your email address in and click the [Reset my password](#) link below the password box, followed by 'I've forgotten my password'.