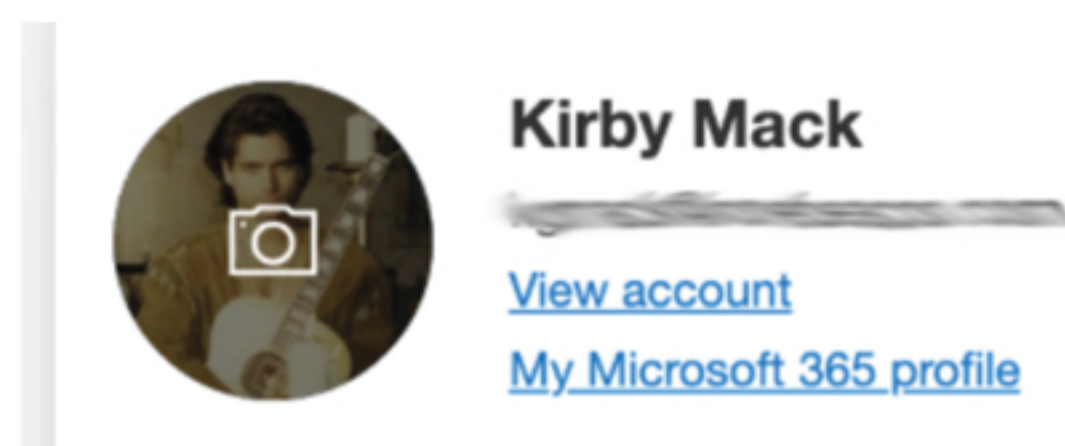


STEP BY STEP INSTRUCTIONS:

- Login to your email via web browser
- Once logged in find your Avatar/Icon (Top Right-Hand Corner)

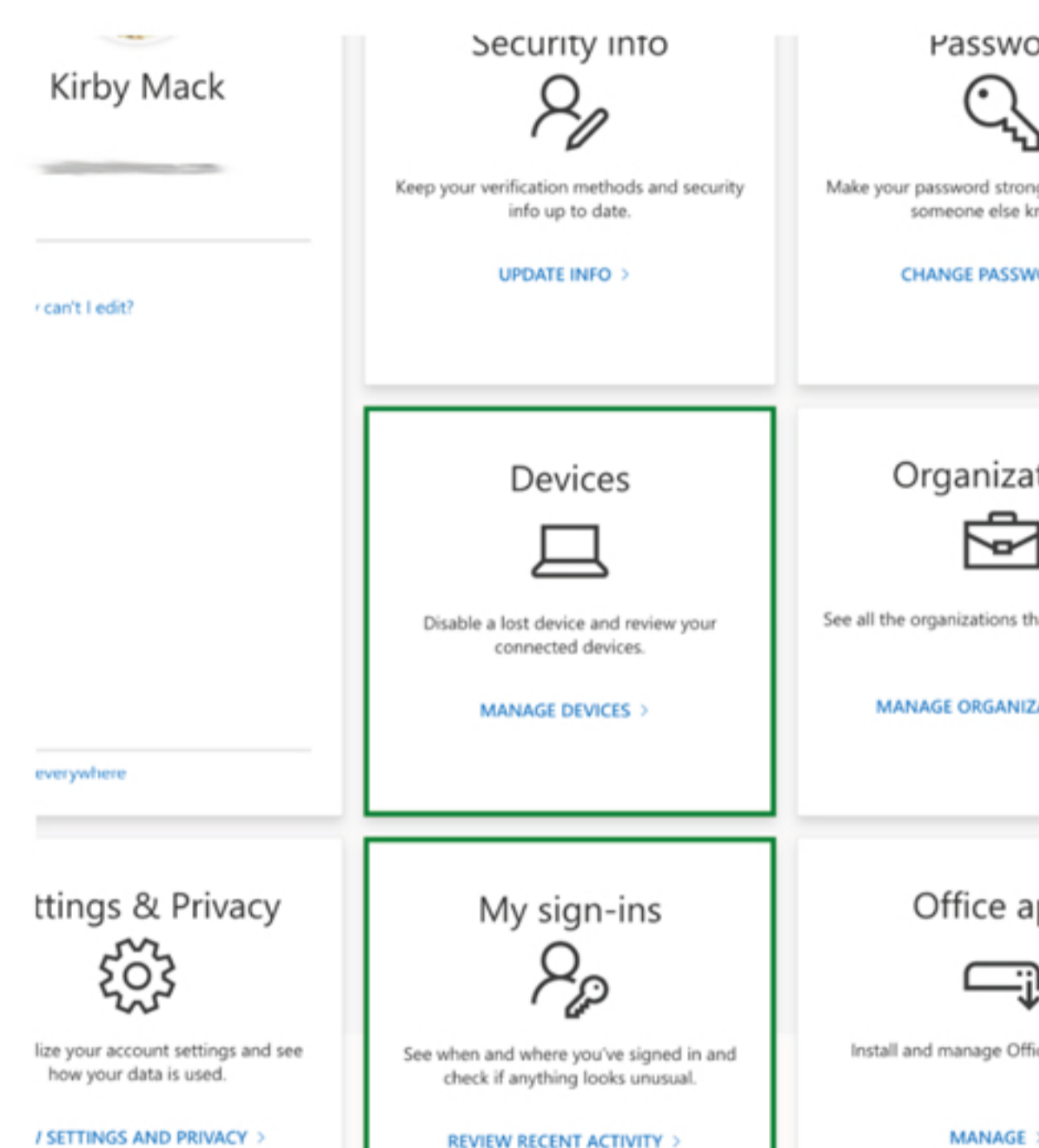


- Click it
- From there click "View account"



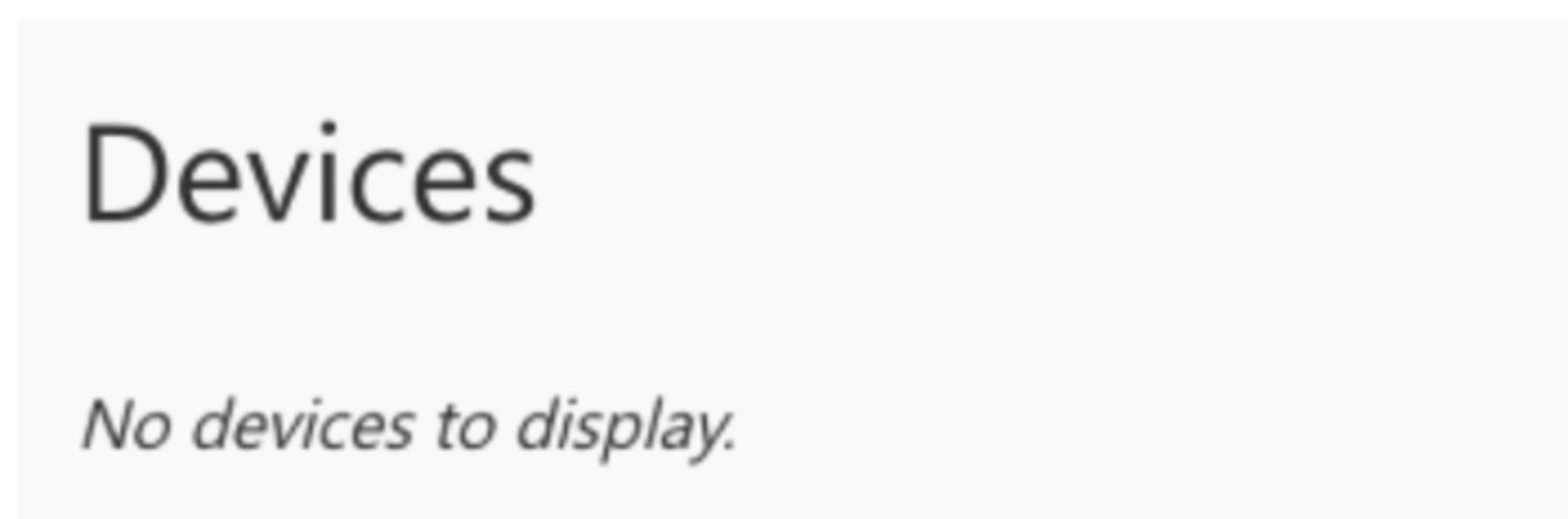
- Once in your account there will be two places you'll want to check

- Devices
- My Sign-ins



- From there do an audit of both: Devices that are logged into your account and an audit of your sign in locations.

If you do not recognize a device, select the option to log the device out. If you see one and you are unsure who it is, it's best to go ahead and change your password immediately.



Recent activity

You should recognize each of these recent activities. If one looks unfamiliar, you should review your [security info](#).



If you do not recognize a sign-in or sign-in attempt location (geographically), check to see if the sign-in was successful or not. If it was, it's best to go ahead and change your password immediately. (This is the screen under My sign-ins)

LAST CHECK

- To check which mobile devices are signed in to your account in email only, login to your email via web browser
- Click the gear icon next to your avatar, top right-hand.
- Scroll to the bottom and click View all Outlook settings.
- Select General on the left hand side and then select devices.

