Due to the constant Spamming IT have introduced two Factor Authentication against ALL Brighter Access Email accounts.

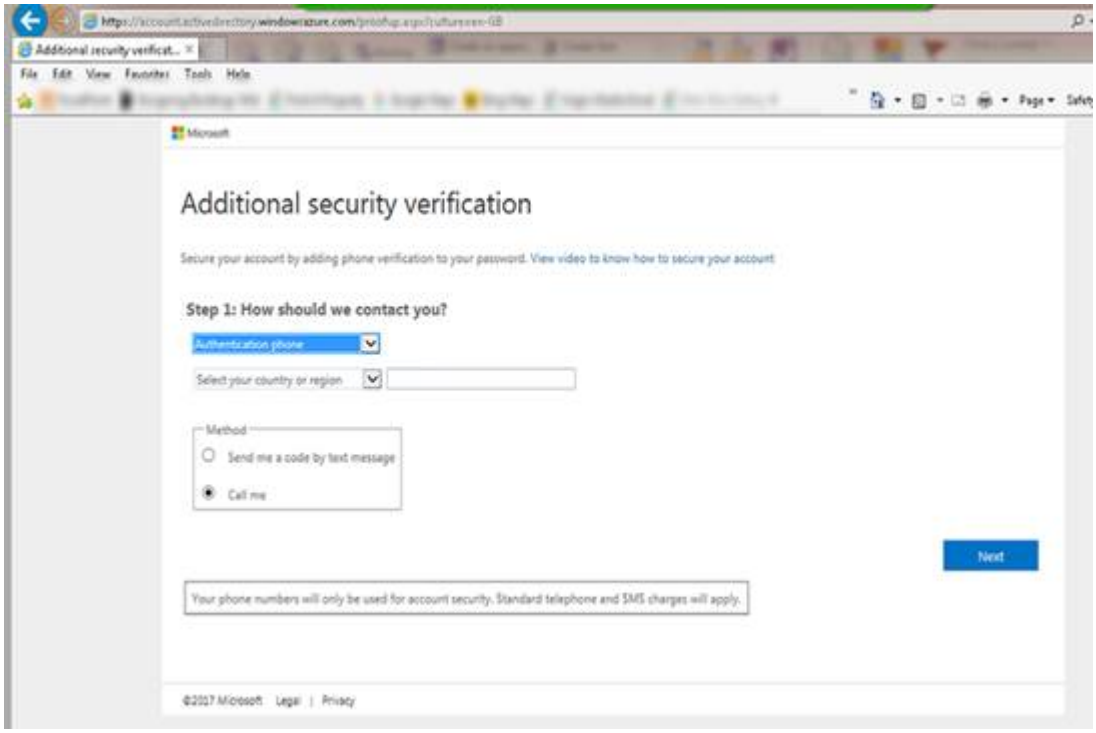
Anyone not receiving emails will need to go through the following process:

Log into Office 365 from a web browser : https://login.microsoftonline.com/

Enter in your Brighter Access Email address followed by your Current Email password

The next screen will read WE NEED MORE INFO FROM YOU - click next to proceed

In this screen youll need to enter in your mobile number making sure that the country or region is set to AUSTRALIA +61

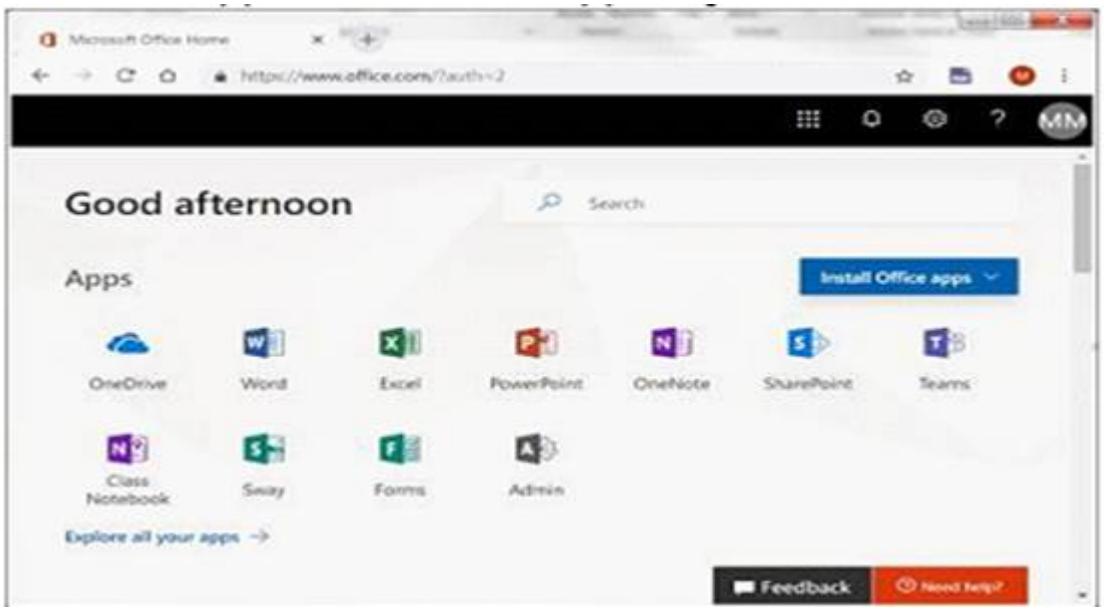


Choose send me a code by TXT message - then next

It will then send a verification TXT to the mobile number provided - enter that code into the box on the screen, then Click verify

On the next page a random Password is generated (as shown below) (PICTURE BELOW IS DISPLAY ONLY) - staff only need to copy this down if they use OUTLOOK installed locally on a computer, it is not needed for outlook Online or on a mobile evice.

From here, finish off the process and successfully log into your office 365 account - once in you should see the below screen.



You can now sign out - This process is finished