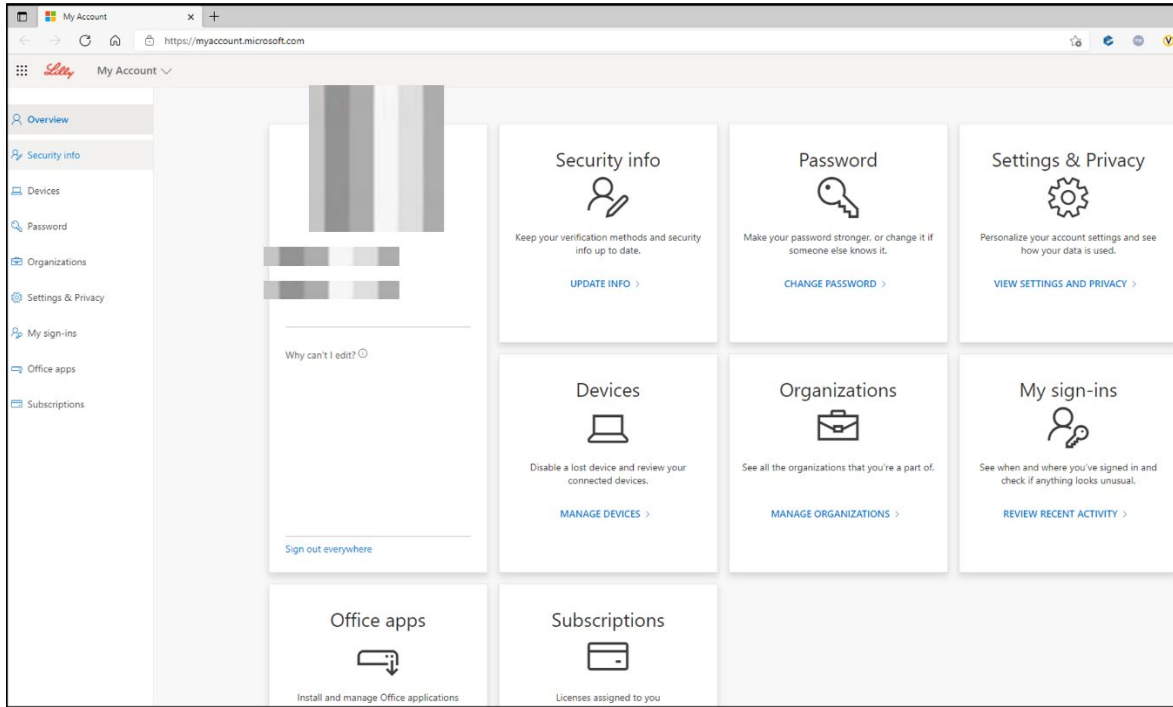


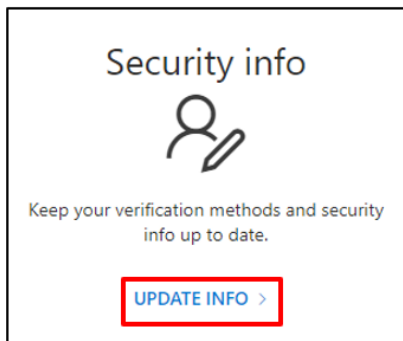
INTRODUCTION

This document provides an overview of the options available on the Microsoft My Account portal accessible via <https://myaccount.microsoft.com>. The My Account portal helps you manage your work account by setting up and managing your security information and your connected Lilly devices.



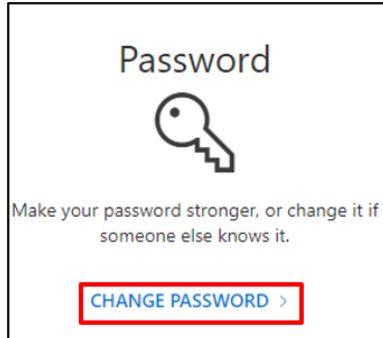
UPDATE INFO

Select **UPDATE INFO** under **Security info** to keep your verification methods for multi-factor authentication (MFA) and security information up to date. Follow the steps in the [How to Update your Security Information Job Aid](#) to add, delete, or change your sign-in method(s).



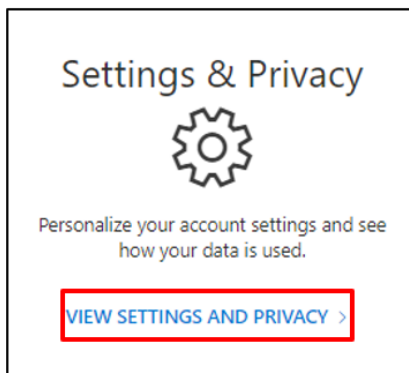
CHANGE PASSWORD

Select **CHANGE PASSWORD** under **Password** to manage your Lilly password. If you remember your Lilly password and you aren't locked out of your account, follow the steps in the [How to Change your Lilly Password Job Aid](#) to self-manage your Lilly password.

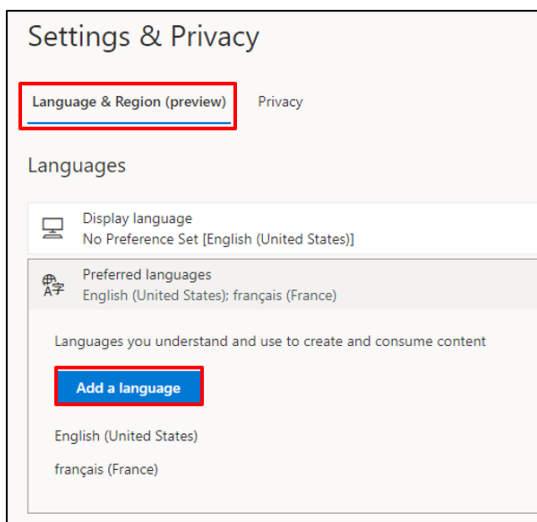


VIEW SETTINGS AND PRIVACY

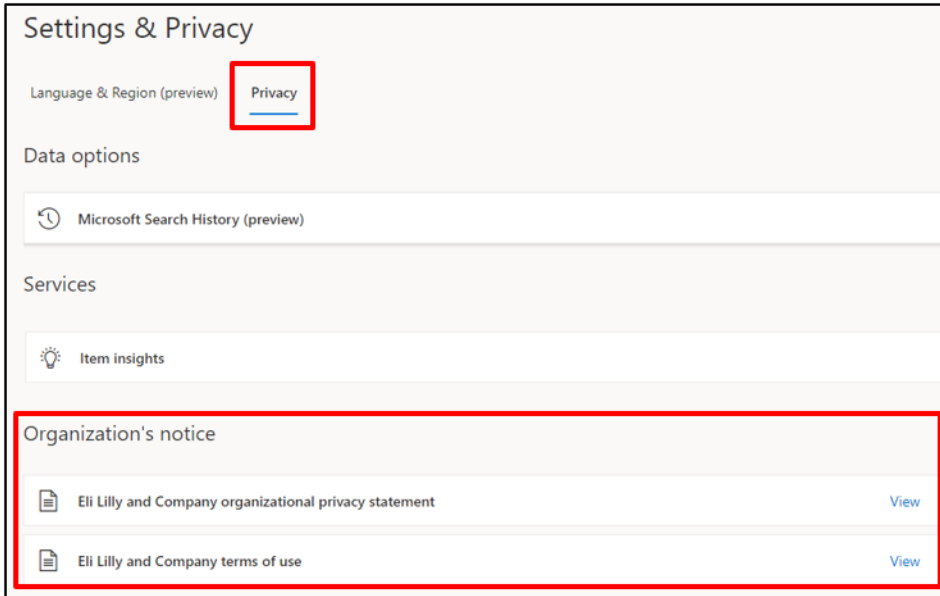
Select **VIEW SETTINGS AND PRIVACY** under **Settings & Privacy** to personalize your account settings and see how your data is used.



- Under the **Language & Region (preview)** you can modify your **Preferred languages** by adding languages you understand and use to create and consume content.

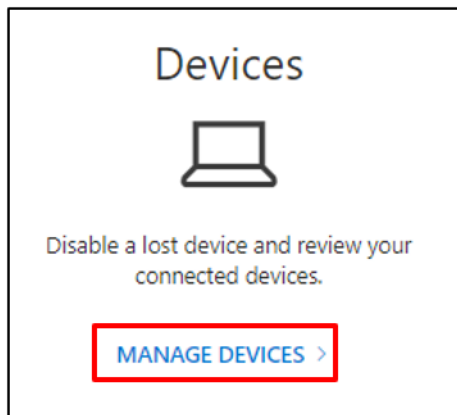


- On the **Privacy** tab, you can view the Eli Lilly and Company privacy statement and terms of use.



MANAGE DEVICES


Select **MANAGE DEVICES** under **Devices** to review your connected Lilly devices. Phone Sign-in (Microsoft Authenticator) is an opt-in service. Follow the steps outlined in the [How to Disable or Remove Phone Sign-in Job Aid](#) to disable/remove your Lilly mobile device (e.g., iPhone, iPad) from Phone Sign-in.



MANAGE ORGANIZATIONS

Select **MANAGE ORGANIZATIONS** under **Organizations** to see all the organizations you are part of.

Organizations



See all the organizations that you're a part of.


MANAGE ORGANIZATIONS >

Your home organization is the organization that manages your account. You can't leave your home organization.

Organizations

Home organization

Your home organization is the organization that manages your account. You can't leave your home organization.

 Eli Lilly and Company Signed in

Can't leave home organization

You can, however, leave organizations you no longer work with by doing the following:

1. Select **Leave organization** by the organization you wish to leave. **Note:** *Once you leave an organization you will lose access to that organization's apps and resources.*

Other organizations you belong to

You can leave organizations you no longer work with.

 Microsoft	Leave organization
 BOOZ ALLEN HAMILTON	Leave organization

2. When prompted, confirm that you still want to leave the selected organization by selecting **Leave**.

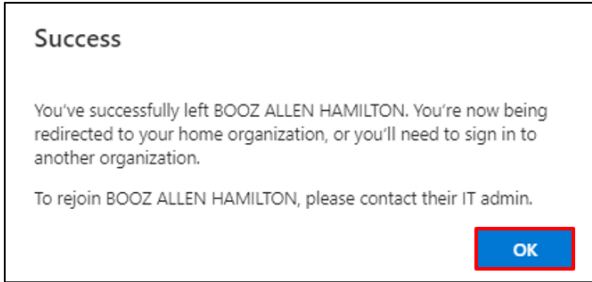
Leave 'BOOZ ALLEN HAMILTON'?

Once you leave, you'll lose access to all BOOZ ALLEN HAMILTON apps and resources.

BOOZ ALLEN HAMILTON's privacy policies state that they may continue to retain previously collected data about you.

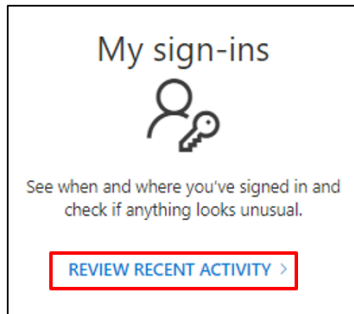
Leave

- When prompted with the Success pop-up, select **OK**. You will also receive an email stating you have successfully left the organization.



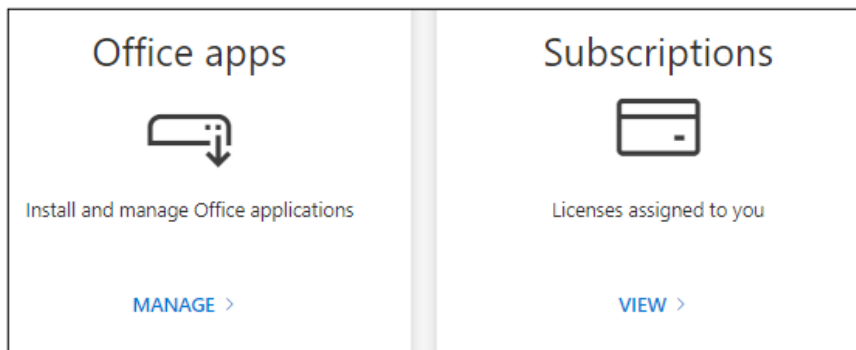
REVIEW RECENT ACTIVITY

Select **REVIEW RECENT ACTIVITY** under **My sign-ins** to see when and where you have signed in. All your login activity will be reflected. If anything looks unusual, you can select **Look unfamiliar? Secure your account** and an onscreen recommendation will be presented. However, if you are certain an activity was not yours, you should change your Lilly password by following [these instructions](#).



OFFICE APPS AND SUBSCRIPTIONS

Although you will see an option to install and manage Office applications and an option to see licenses assigned to you, please ignore. This information is informational only and only relevant to the portal administrators.



ADDITIONAL ASSISTANCE

Please review these [Frequently Asked Questions](#) and/or [Job Aids](#) for assistance. If you don't see your question addressed, we encourage you to post it to the [Adopting Identity Services community on Yammer](#).

For technical assistance not addressed in the FAQs or Job Aids, please contact your local IT Service Desk to open an incident and have it assigned to the **MFA-SUPP-GLB** queue.