



Activating your Russell Group Account

Before accessing any Russell Group systems such as emails or hub, you will need to activate your account fully and set your password.

What you will need :

- Username provided in the email
- Temporary password issued in the email
- Download the Microsoft Authenticator App on your mobile



Instructions :

1. Go to <http://outlook.office.com/>
2. Enter the username provided
3. Click "Next"
4. Enter the temporary password provided and click "Next"
5. This will open a box to update your password to something YOU can remember, You will need to enter your temporary password 1st, and then enter your preferred password twice.
6. Once done, click 'Sign In'

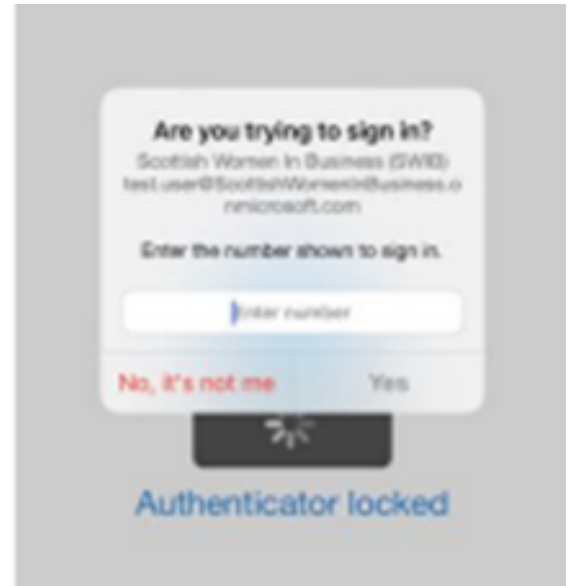
The screenshot shows the Microsoft login page. At the top is the Microsoft logo. Below it is the email address 'test.user@scottishwomeninbusiness.onmicrosoft.co...'. The main heading is 'Update your password'. Below this is a message: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three input fields labeled 'Current password', 'New password', and 'Confirm password'. At the bottom right is a blue 'Sign in' button.



Activating your Russell Group Account

11. Once done, click “Next”

12. You will get a notification on the screen with a number and your phone will give you a notification that “someone is trying to log in” – All you need to do is: on the phone, enter the number on the screen, and that is you DONE!



Need support?

- Contact our helpdesk team on

0141 810 8203

- Look out for Drop-In Sessions in your site.