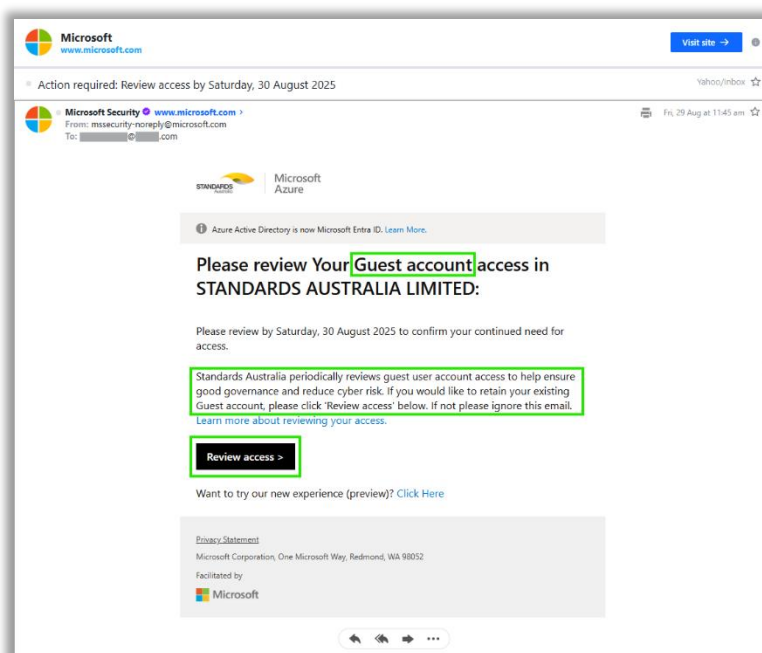# Guest Account Access Review – Step-by-Step Guide

You will receive an email requesting you to review your guest account access. Please follow these steps:

1. Verify the Email

- **From:** mssecurity-noreply@microsoft.com

- **Subject:** Action required: Review access by <14 days from send date>

Once confirmed, click the **"Review access"** link in the email.

2. Sign In

- Use your registered **SA Guest account email address** (the same one that received the notification).

- Depending on your sign-in method, you may be prompted for an **8-digit verification code** sent from: account-security-noreply@accountprotection.microsoft.com

- Enter the code to complete sign-in.
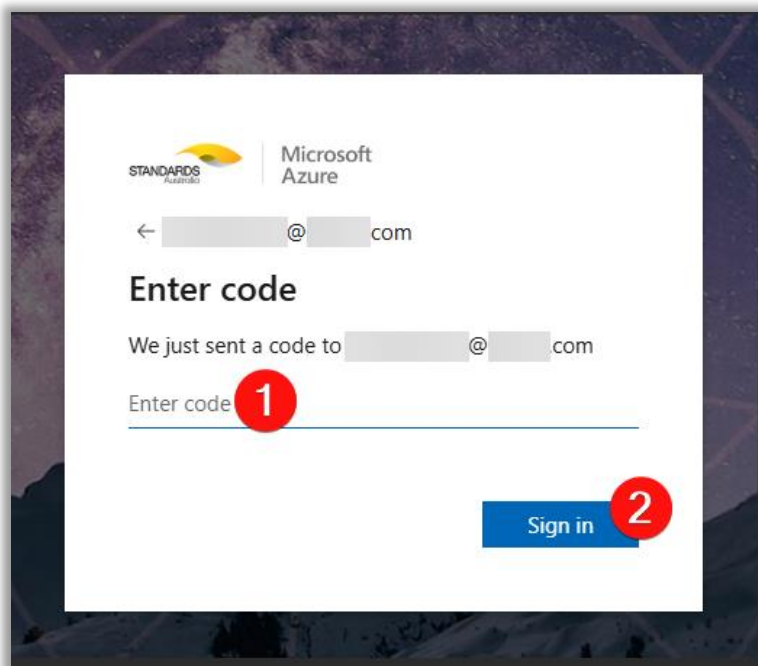
3. Complete 2-Factor Authentication (2FA)
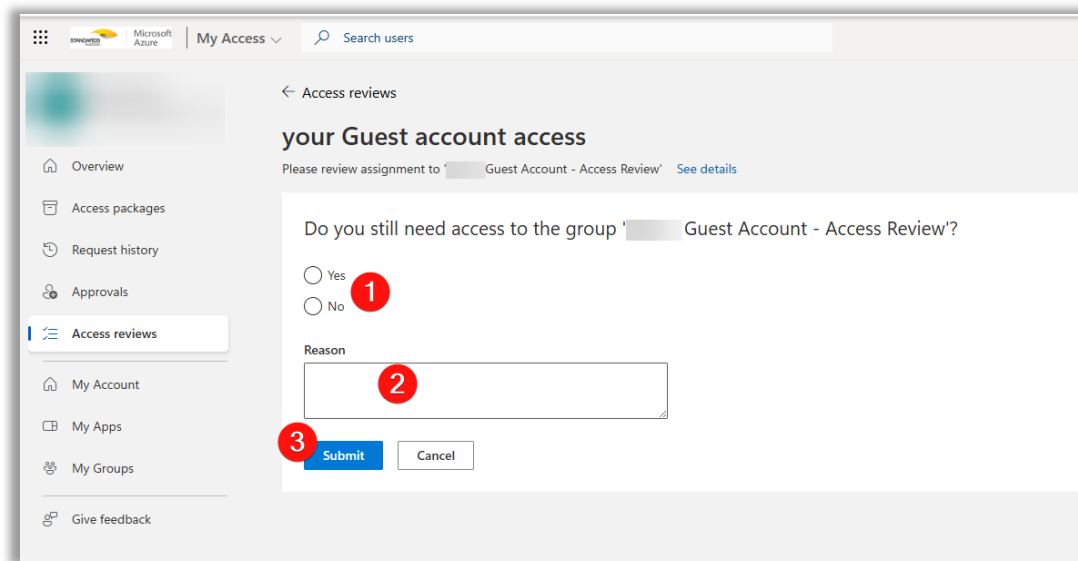
- Respond using your configured 2FA method when prompted.

4. Access the Review Page

You will be redirected to:
https://myaccess.microsoft.com/@standardsaustralia.onmicrosoft.com#/access-reviews.

5. Submit Your Response

- If you **want to keep your access**, select **Yes**.

- If you **no longer need your guest account**, select **No**.

- Provide a brief reason, e.g.:

  - *"I use my guest account periodically for…"*
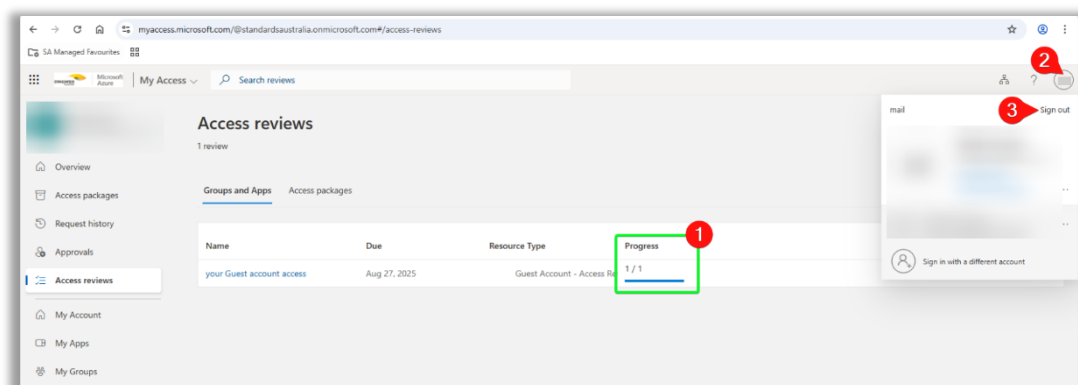
  - *"I no longer need my guest account."*

- Click **Submit**.

6. Confirmation

After submitting, you'll see a summary of your response. You can now sign out. Our team will review your response and take appropriate action.