

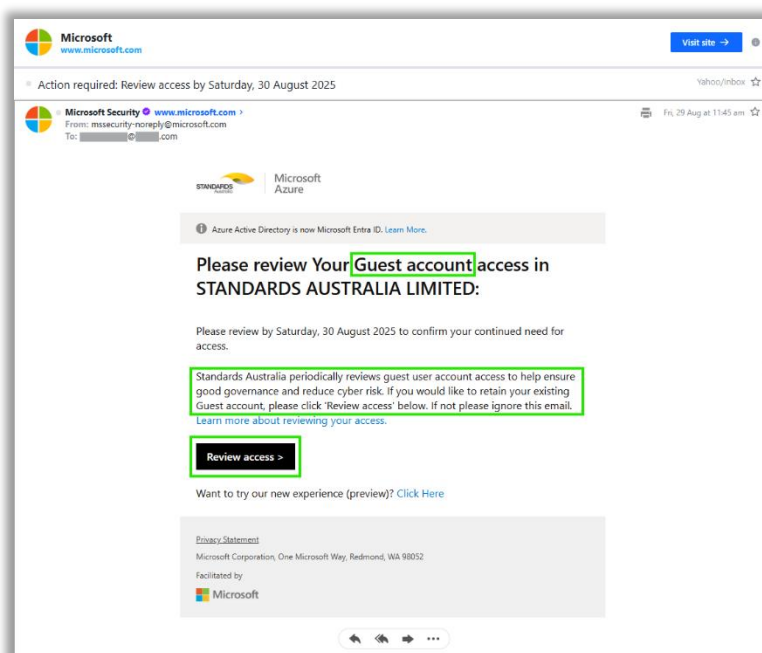
## Guest Account Access Review – Step-by-Step Guide

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

### 1. Verify the Email

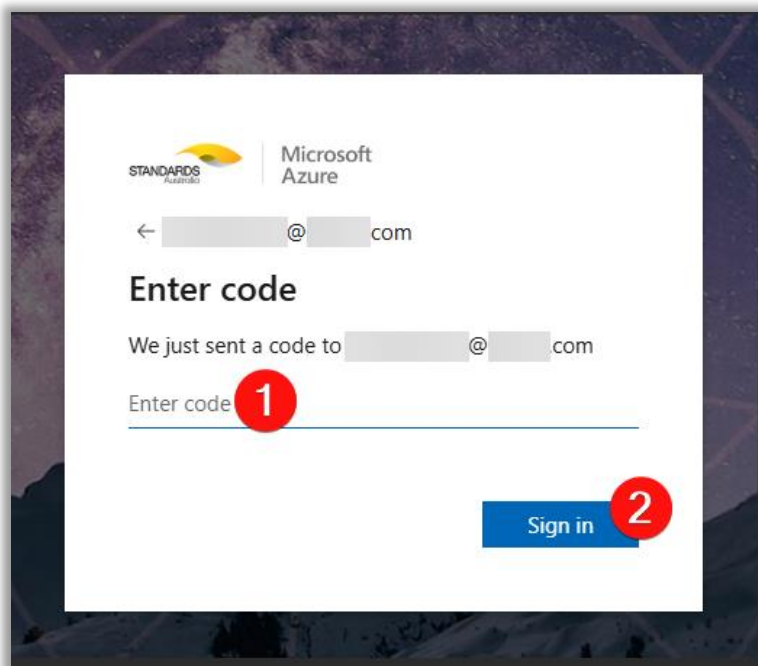
- **From:** mssecurity-noreply@microsoft.com
- **Subject:** Action required: Review access by <14 days from send date>

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.

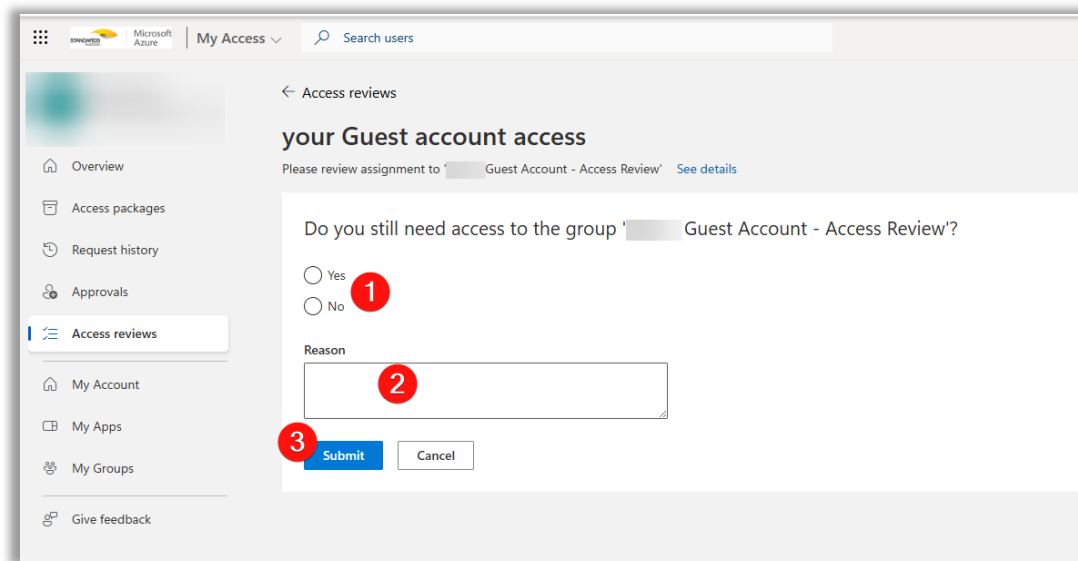
### 4. Access the Review Page

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**.



← Access reviews

### your Guest account access

Please review assignment to 'Guest Account - Access Review' [See details](#)

Do you still need access to the group 'Guest Account - Access Review'?

☐ Yes (1)

☐ No

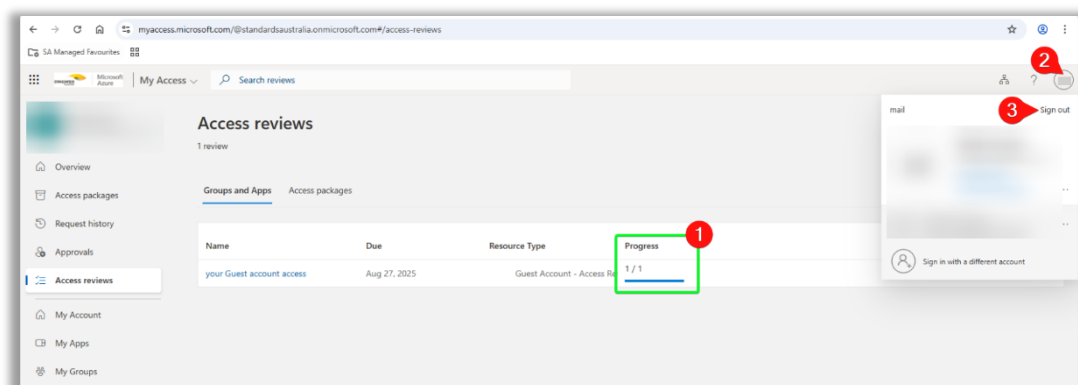
Reason

(2)

(3)

## 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.



myaccess.microsoft.com/@standardsaustralia.onmicrosoft.com/#/access-reviews

SA Managed Favourites

My Access Search reviews

### Access reviews

1 review

Groups and Apps Access packages

Name	Due	Resource Type	Progress (1)
your Guest account access	Aug 27, 2025	Guest Account - Access Review	1 / 1

mail (2) Sign out (3)

Sign in with a different account