1. Navigate to VRABE.com

2. Scroll all the way to the bottom of the page and select “Staff OWA”
3. Enter credentials then select “Click here for Multi-Factor Authentication/MFA Enrollment”

![Outlook Web App Image]

4. Login with your credentials, be sure to type v\lastnamefirstinitial

![Town of Vernon Password Reset Portal Image]
5. Select an ‘alternate’ email for future verification. Once selected, you will be sent an authorization code to complete the two-step verification.