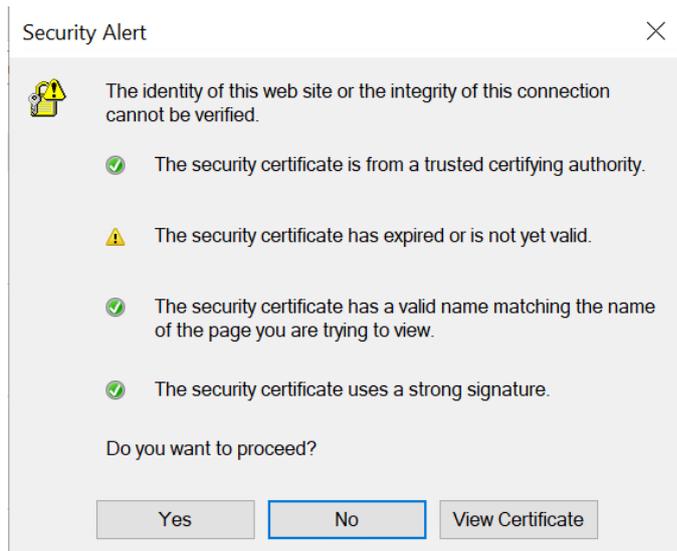# Security alert when opening MS Word or MS Outlook
## How to resolve

When opening MS Word or MS Outlook staff members may see the security alert below. You will get this alert if your **Office account references a retired website**, for example: https://staffworkplace.napier.ac.uk, or https://studentportal.napier.ac.uk/:
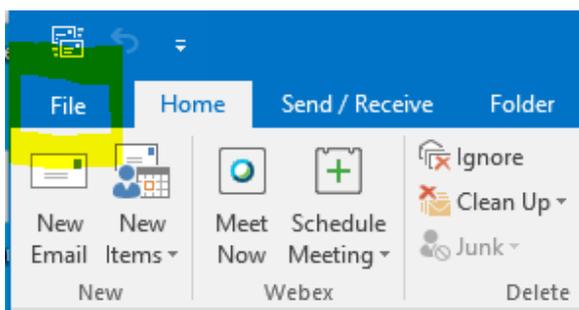

You can bypass the alert by clicking **Yes** to proceed.

To permanently resolve this you need to remove any references to staffworkplace.napier.ac.uk or https://studentportal.napier.ac.uk/ from your Outloook email client:
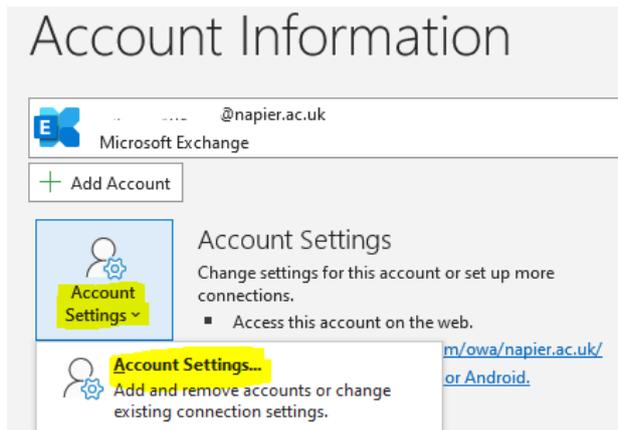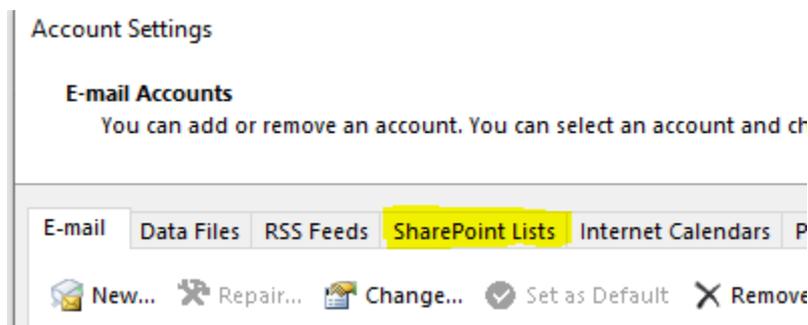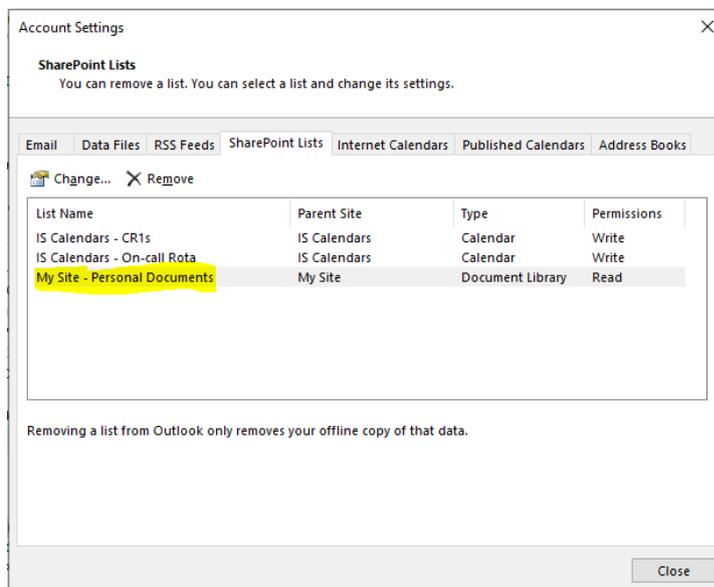
- Open **Outlook**:
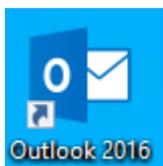
- Click **File**:

- Click on the **Account Settings** drop down menu and choose **Account Settings…**
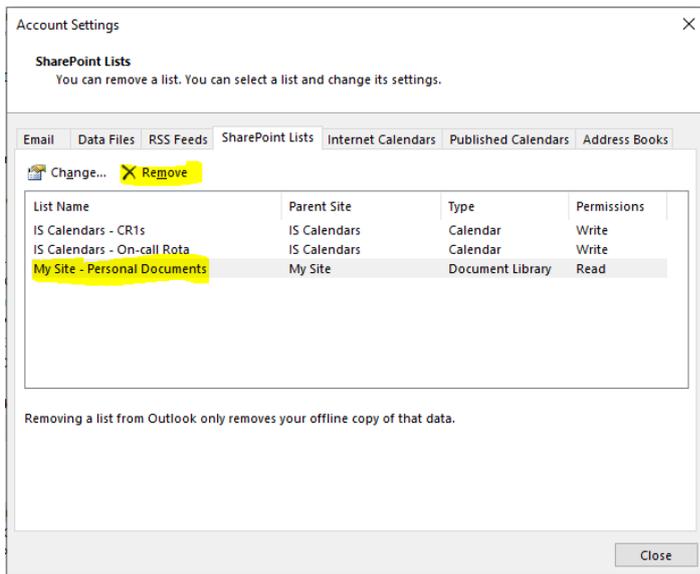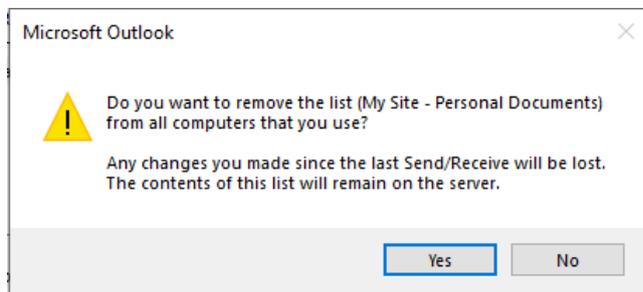

- Click on the **SharePoint Lists** tab.

- Locate the "**My Site – Personal Documents**" list.

- Double click on the link and ensure it points to the retired website, e.g. **https://staffworkplace.napier.ac.uk, or https://studentportal.napier.ac.uk/.**
- Click **Cancel** to close the list options.
- Ensure the correct list is selected: "**My Site – Personal Documents**", and click **Remove**.

- Click **Yes**, when prompted:

The security alert will no longer appear.