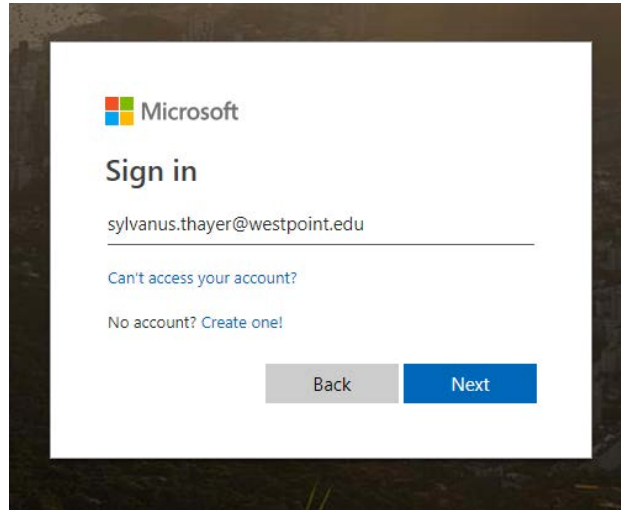


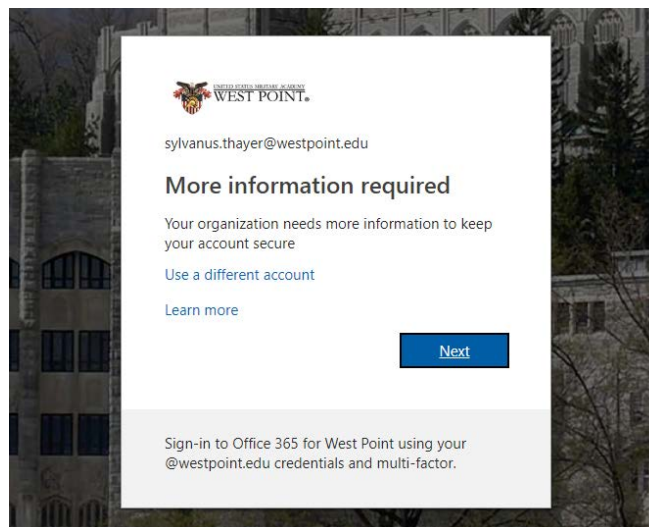
# Office 365 Set up Instructions

**STEP 1:** Start with [www.portal.office.com](http://www.portal.office.com)

**STEP 2:** Sign into your account



**STEP 3:** Click next and you will see *“more information required”*.



**STEP 4:** Click next on the *“more information required”* page.

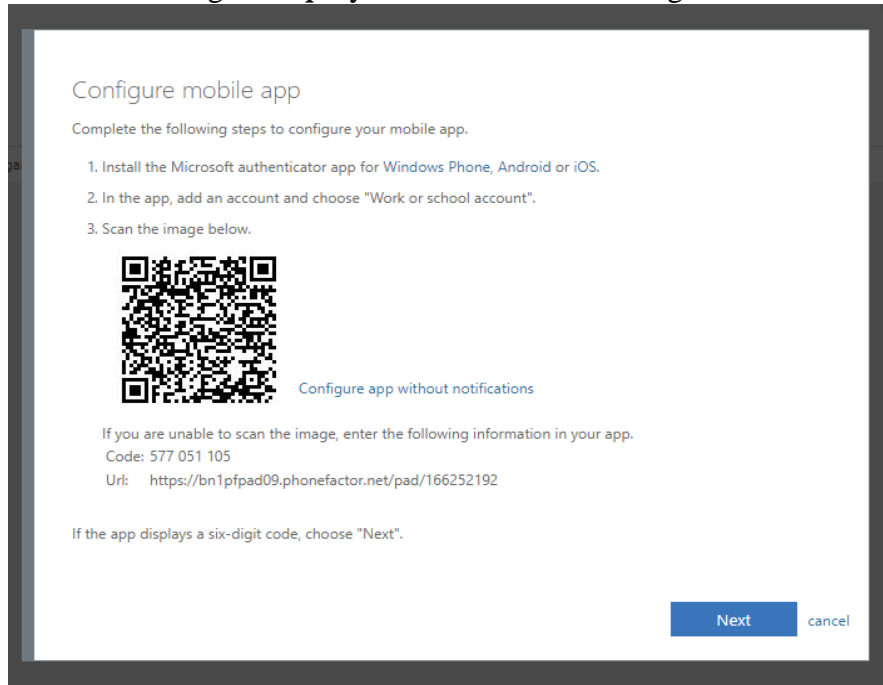
- You will then see additional security verification page
- Under *“how should we contact you?”*, select **1** of the **3** options for security verification (authentication phone, office device, mobile app)
  1. Authentication device (Office 365 will call you every time you log in to confirm it is you):

- Select United States and type in your mobile device number and click **“Next”**
- A customer service agent will call you, answer the device, and hit the **pound key (#)**

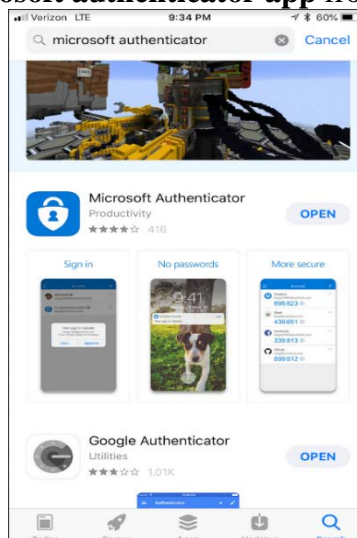
2. **Office phone** (It will say, **“Contact your admin if you need to update your office number. Do not use a Lync device.”**) so you may not be able to use this method

3. **Mobile App (Receive notifications for verification or use verification code):**

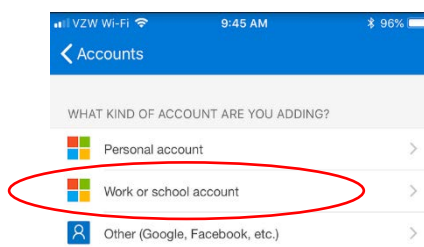
- Receive notification for verification
- Verification code (every time you log in, Office 365 will ask you to enter a 6-digit code on your mobile device from the Microsoft authenticator app that you will download)
- Click **“set up”** to configure the mobile app
- After clicking **“set up”** you will see the following instructions:



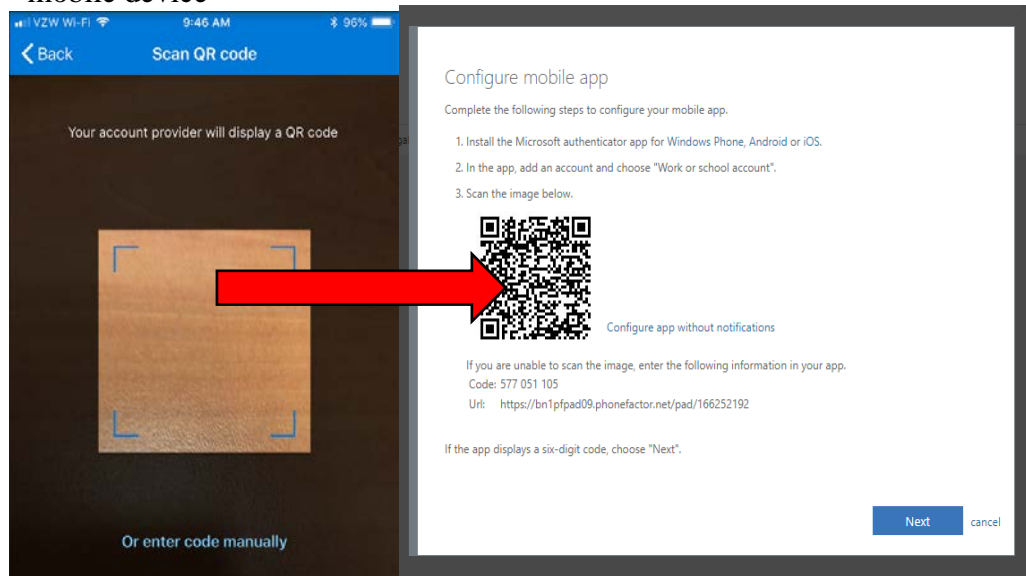
- Down load **Microsoft authenticator app** from app store



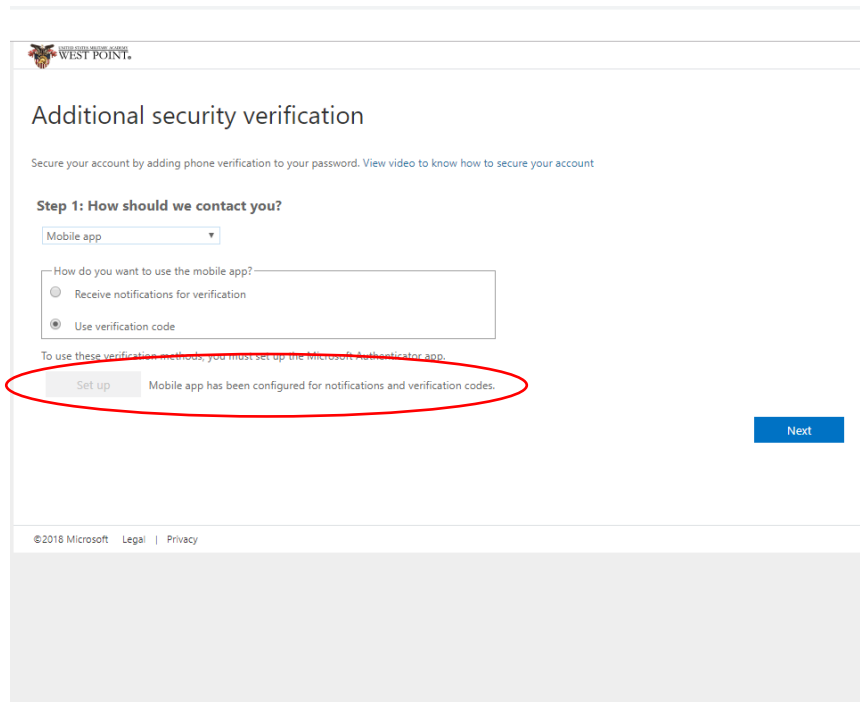
- After download is complete, open the app, follow the steps and select **“Work or School account”**



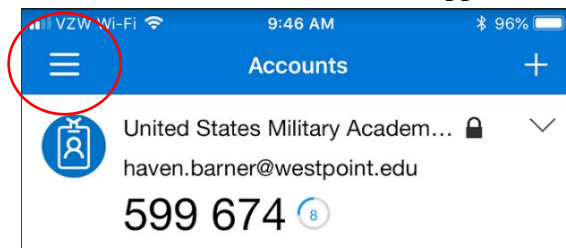
- Scan the image on your computer screen (Black and white box a.k.a. the QR Code) with the Microsoft authenticator app or enter the code manually on your mobile device



- Once the device is configured you should see this on your device screen, click **“Next”**

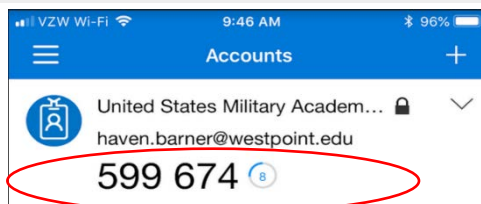


- If the **configuration** does not work:
  - Go on the Microsoft authenticator app and select the three white lines



- Click **“settings, device registration”**, and follow the steps to register your device
- Then repeat the steps above to **configure** the mobile app on your device with Office 365
- Once mobile app is **configured** continue to the steps below

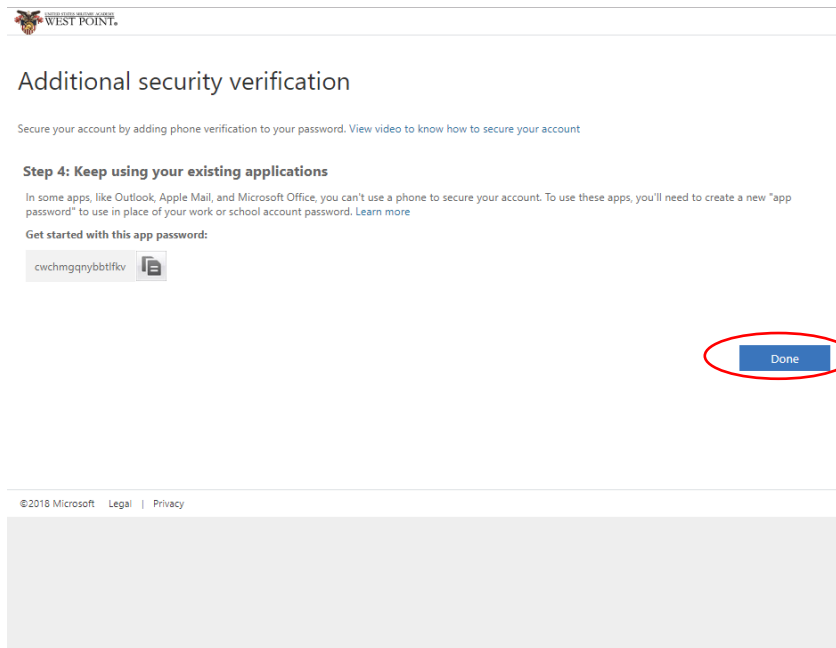
**STEP 5:** Click **“next”** and enter the six-digit code that appears on the Microsoft authenticator app, then click **“verify”**.



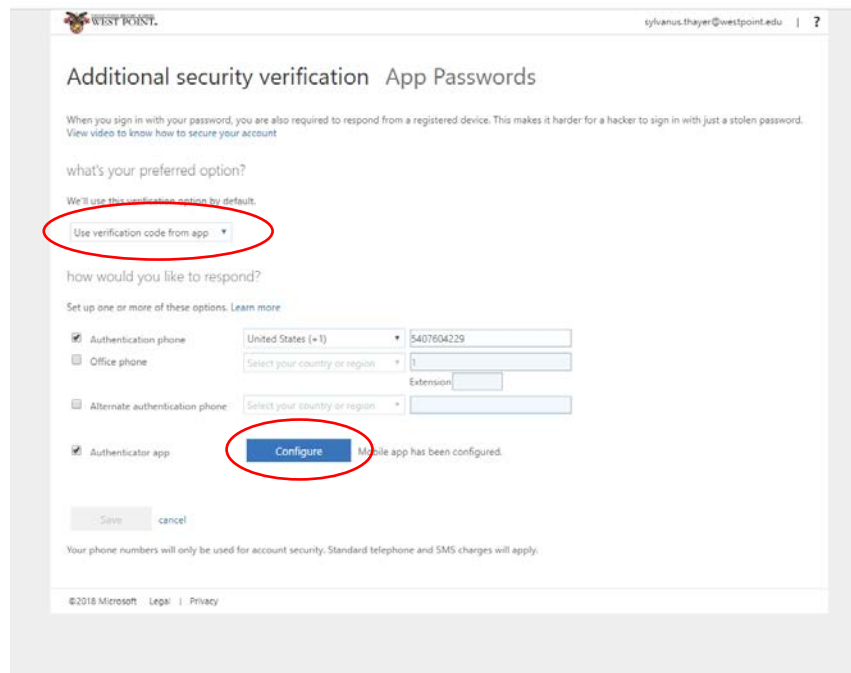
- The **six-digit code** above is a code that changes every 30 seconds and Office 365 will require you to enter this code whenever you log in to make sure it is you.

**STEP 6:** Select **“United States”** from the drop-down menu, enter your mobile number, and click **“next”**.

**STEP 7:** This password will not be necessary, just click “Done”.



**STEP 8:** Enter in your preferred verification option. Even though it says “mobile app has been configured” you need to do it again. Click “configure” and scan the code presented with your Microsoft authenticator app like the steps above.



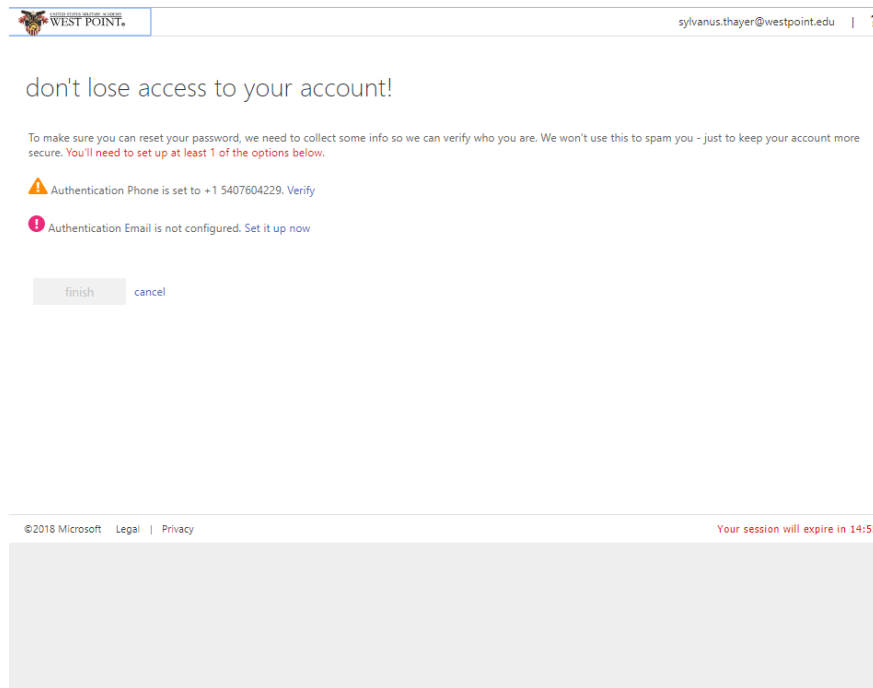
- Once the mobile device is configured again you will see this on your screen. Click “save” to continue

- Once you click “**save**” you may see “**verification required**”. If so, click “**verify preferred option**” and then enter the six-digit code on your Microsoft authenticator app then click “**verify**”.

- You will then see the following message. Click “**verify now**”

- Click “**re-enter my password**”, enter your original password from the second step, click “**sign in**”, and enter in the six-digit verification code on the Microsoft authenticator app

**STEP 9:** Configure either your mobile device or e-mail. Either option will allow you to finish the setup of Office 365 and you can always configure the one you chose not to do in this step later or you can configure both in this step.



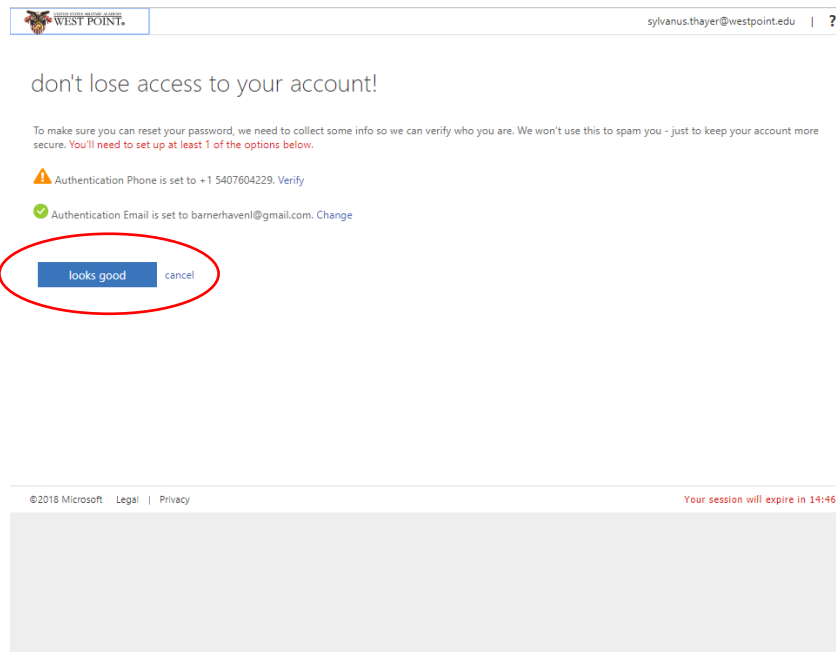
**Click this link to access the page above:**

<https://account.activedirectory.windowsazure.com/passwordreset/register.aspx?fromPopup=true&sspr=1>

- Once the link opens, enter your password and Microsoft authentication code
- You will be directed to the apps page
- Click the link again and a tab in your browser will pop up that says, ***“don’t lose access to your account!”***
- Click that tab and update your information
  
- For device authentication click ***“verify”***, then choose ***“text me”*** or ***“call me”***
- If you select ***“text me”***, Office 365 will send you a confirmation code via text. Simply enter the code in the space to authenticate your device
- If you select ***“call me”***, Office 365 will call your mobile device and ask you to follow some steps to authenticate your mobile device
- If the text or call does not work, click ***“try again”*** and Office 365 will text or call you again
  
- For e-mail authentication click ***“Set it up now”***, then enter your e-mail address
- Office 365 will send you a confirmation code via e-mail. Simply enter the code in the space provided to authenticate your e-mail and click ***“verify”***
- If the e-mail does not get to you just click ***“try again”*** and Office 365 will send you another code



- Once this message appears after your mobile device or e-mail has been configured, click **“looks good”** to continue to your Office 365 account



**STEP 10:** Set up complete and you should see your profile page. Manage your account as you see fit and enjoy!