Office 365 – Log into Office 365 and authenticating your account

This guidance is for logging into Office 365 on a PC and authenticating your account.

Before you start, you will need to restart your PC.

STEP 1 – Logging in

Open Microsoft Edge.

Copy the link and **paste** into Edge's address bar at the top of the screen, and hit **enter**.

https://www.office.com

You will be taken to office.com homepage

Click the Sign in button

You will then be taken to a sign in window.

- a) **Type** the username as following : <u>Firstname.Lastname@utas.edu.om</u>
- b) Click 'Next'
- c) Enter the password and click 'sign in'.

The Password should be the same your computer login password.

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	Welcome to Office
	rour place to create, communicate, conadorate, and get great work done.
	Get Office Sign in
	N. Minner fr
	MICrosoft
	Sign in
	Email address, phone number or Skype
	No account? Create one!
	Can't access your account?
	Sign-in options
	Next
Microsoft	
\leftarrow	
Enter passw	ord
Password	
Forgotten my passwor	d
	Sign in

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STEP 2 – Authentication

You may be required to undertake an additional security step to authenticate your account.

A message stating that more information is required will appear.

Click 'Next'. You will then be taken to a screen **for additional security verification** there are two ways you can do this.

Microsoft

fifetest12345@fife.nhs.scot

More information required

Your organisation needs more information to keep your account secure

Use a different account

Learn more

Next

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Recieve a text message or phonecall

- a. Select 'I want to set up a different method'
- Select 'Phone' from the dropdown box and click 'Confirm'.
- c. Select 'United Kingdom'
- **d. Type** your **Mobile Number** (work or personal).
- e. Select either 'Text me a code' or 'Call me'
- f. Click 'Next'

Depending on whether you opted for phone or text, you will receive a **text message or phone call** providing you with a 6 digit code.

Didn't receive a code?

If for any reason you do not receive the code you can **press F5** on your keyboard to have a new code resent

- a. Enter this code into the text box provided.
- b. Click 'Verify'.
- **c.** When asked about staying signed in select <u>NO</u>, this is required when using shared devices.

	Keep your account secure
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MICC	soft Authenticator
	Start by getting the app
ÛÛ	On your phone, install the Microsoft Authenticator app. Download now
	Once you've installed the Microsoft Authenticator app on your device, choose "Next".
<u> </u>	I want to use a different authenticator app
	Next
I want to se	tup a diffe Microsoft Authenticator
	Start by getting the app
	On your phone, install the Microsoft Authenticator app. Download now
	Once you've installed the Microsoft Authenticator app on your device, choose "Next".
	Choose a different method
	Which method would you like to use?
	Lwant to set up a different me Phone Skip setup
	Cancel Confirm
	You can prove who you are by answering a call on your phone or texting a cade to your phone. What phone number would you like to use? United states (+1) Enter phone number
	Text me a code
	Call me
ht	wessage and data rates may apply. Choosing vext means that you agree to the remis of service and mivacy and cookies statement.
	Next
	Lwant to set up a different method Skip setup
Add	ditional security verification
Secure	your account by adding phone verification to your password. View video to know how to secure your account
Step	12: We've sent a text message to your phone on +44 Terr - 1999
	Canool Verify
	Microsoft
	emithete offe phe cost
	smithste@me.nns.scot
	Stay signed in?
	Stay signed in? Do this to reduce the number of times you are asked to sign in.
	Stay signed in? Do this to reduce the number of times you are asked to sign in.

Congratulations! You are now setup to use Office 365!

If you have any questions, please do not hesitate to get in touch via the Helpdesk Service on Tel: **25686225.**