

# 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  button

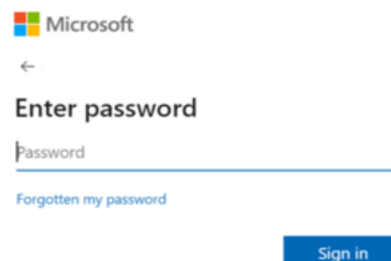
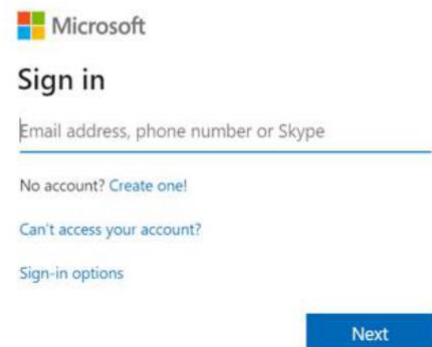
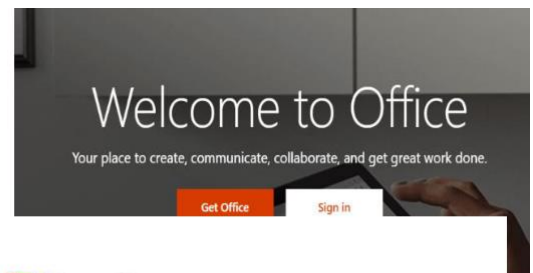
You will then be taken to a sign in window.

a) Type the username as following :  
[Firstname.Lastname@utas.edu.au](mailto:Firstname.Lastname@utas.edu.au)

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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## 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.



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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## Receive a text message or phonecall

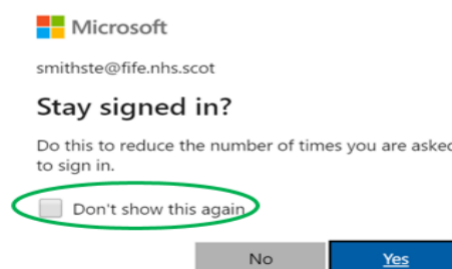
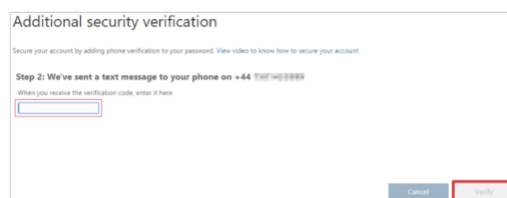
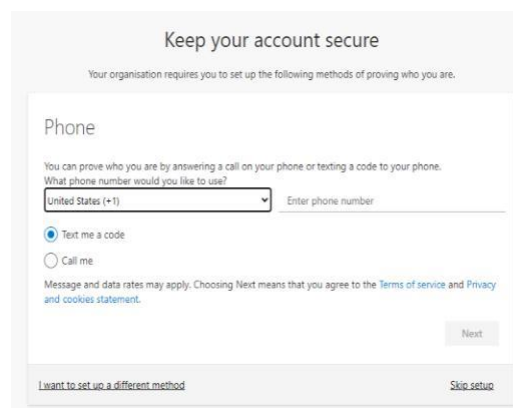
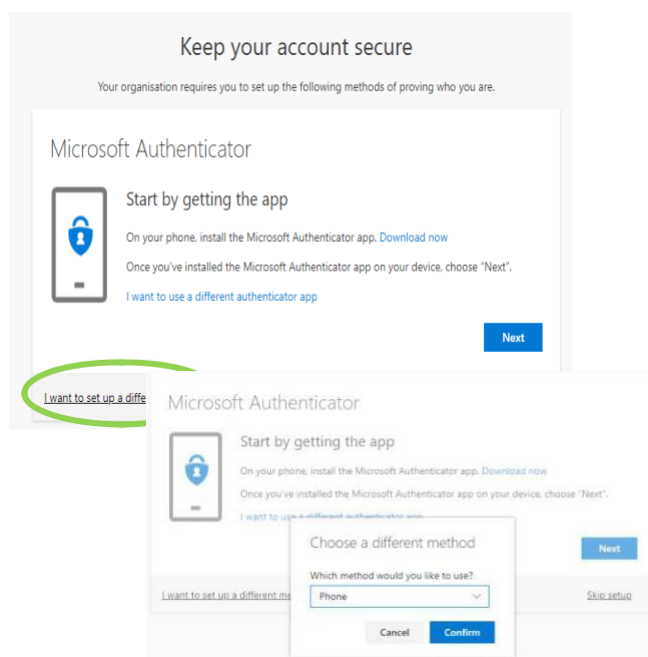
- a. **Select** 'I want to set up a different method'
- b. **Select** 'Phone' from the dropdown box and **click** 'Confirm'.
- c. **Select** 'United Kingdom'
- d. **Type** your **Mobile Number** (work or personal).
- e. **Select** either 'Text me a code' or 'Call me'
- f. **Click** 'Next'

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 **NO**, this is required when using shared devices.



## 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**.