

Office 365 Getting Started

This guide will show
you how to set up
Office 365 for the first
time.

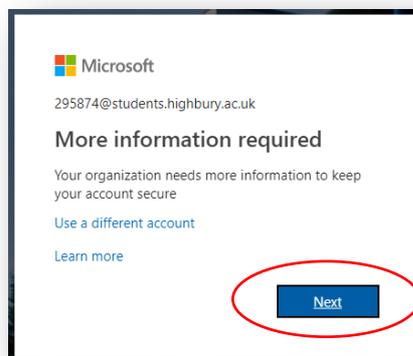
Please click on the
content links for the
relevant section.

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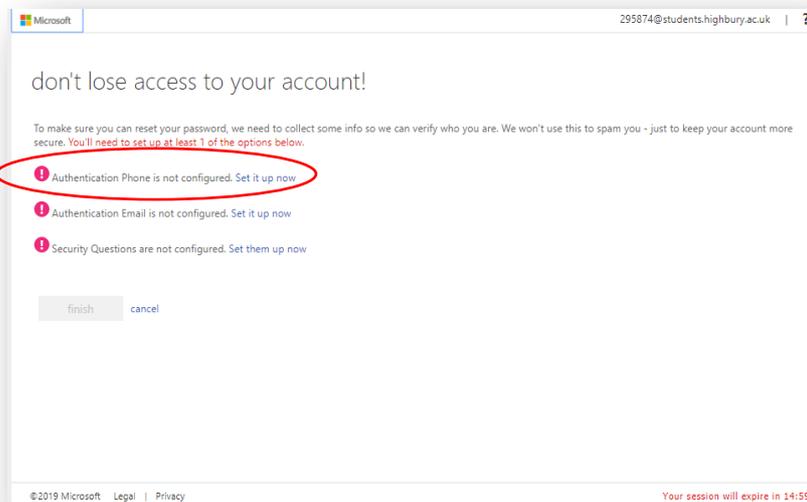
Login to Office365

1. Open your browser, and navigate to 'portal.office.com'
2. Authenticate using your college email and password.
3. Click next when prompted with the 'More Information Required' screen.

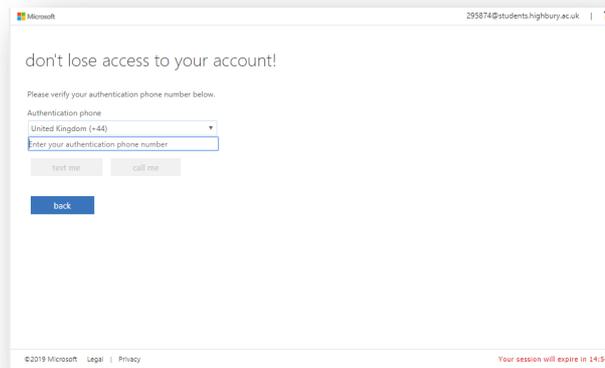


Enter Authentication Methods

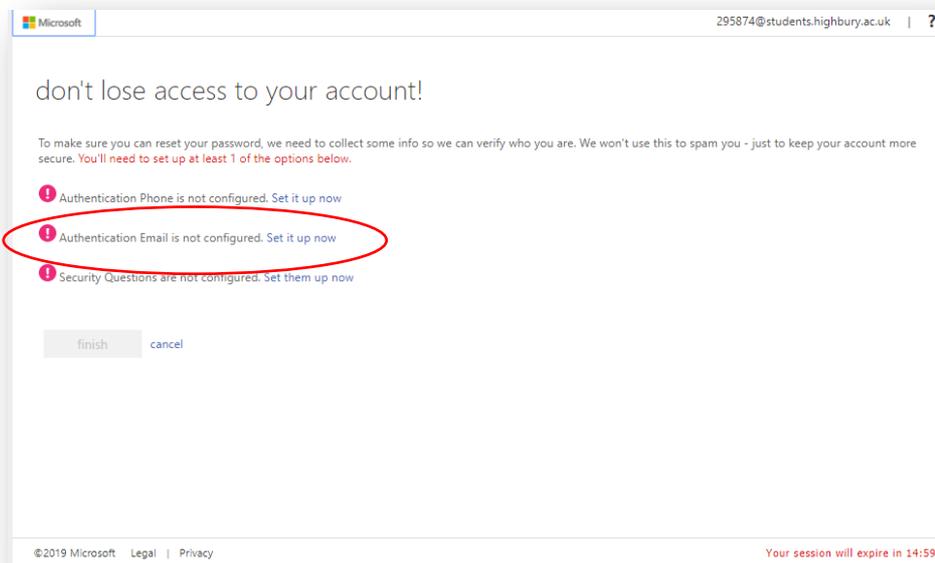
When prompted with the 'don't lose access to your account!' page, select 'Set it up now' for the Authentication phone.



It will then prompt you to enter the Area you're in which will be 'United Kingdom' as well as your phone number. Once your number has been entered, you can verify it via a code by text or a call which will ask you to press '#'.

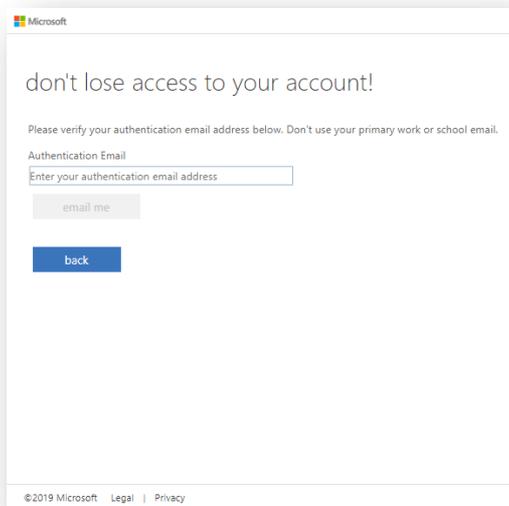


Once the phone authentication has been complete, you should then click 'Set it up now' for Authentication email.



It will then ask you for an email address to send a code to. This email cannot be your college email.

Once you have entered the email and pressed 'Email Me' a code will be emailed to that email. Enter the code in the verification box and then press 'Verify'.



Microsoft

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

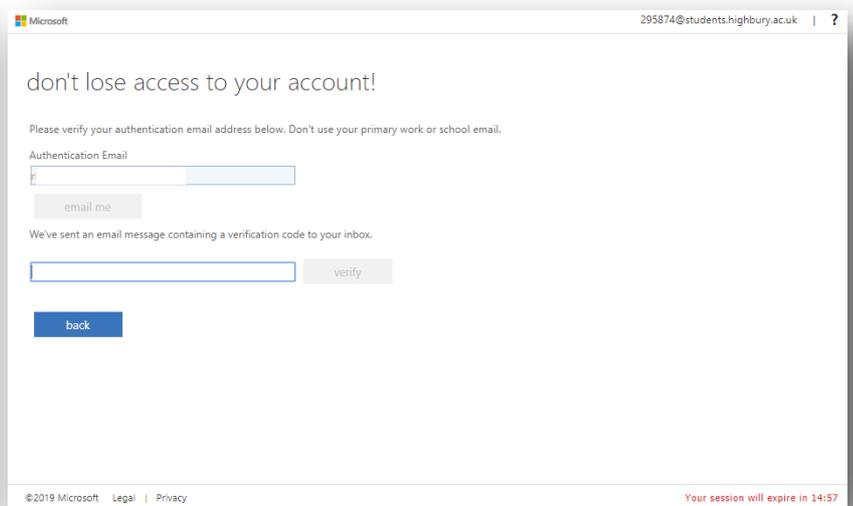
Enter your authentication email address

email me

back

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This screenshot shows the first step of the verification process. The user is prompted to enter an authentication email address. The 'email me' button is disabled, and the 'back' button is active.



Microsoft

295874@students.highbury.ac.uk | ?

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

email me

We've sent an email message containing a verification code to your inbox.

verify

back

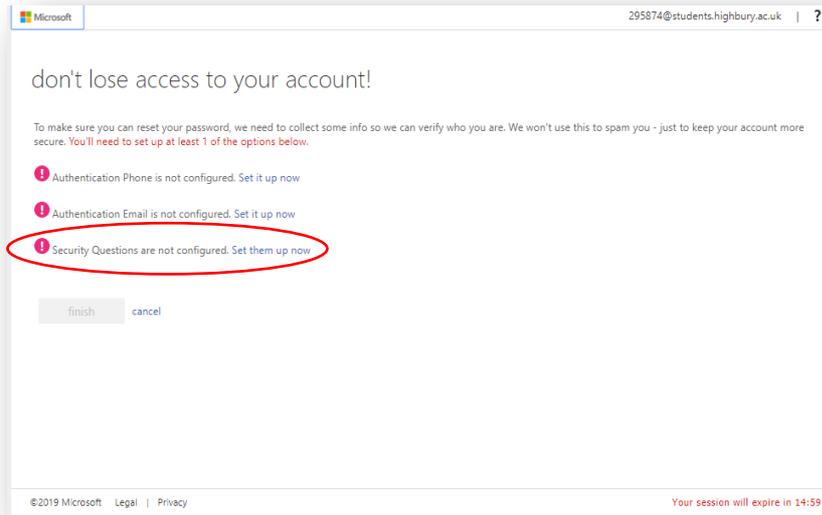
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Your session will expire in 14:57

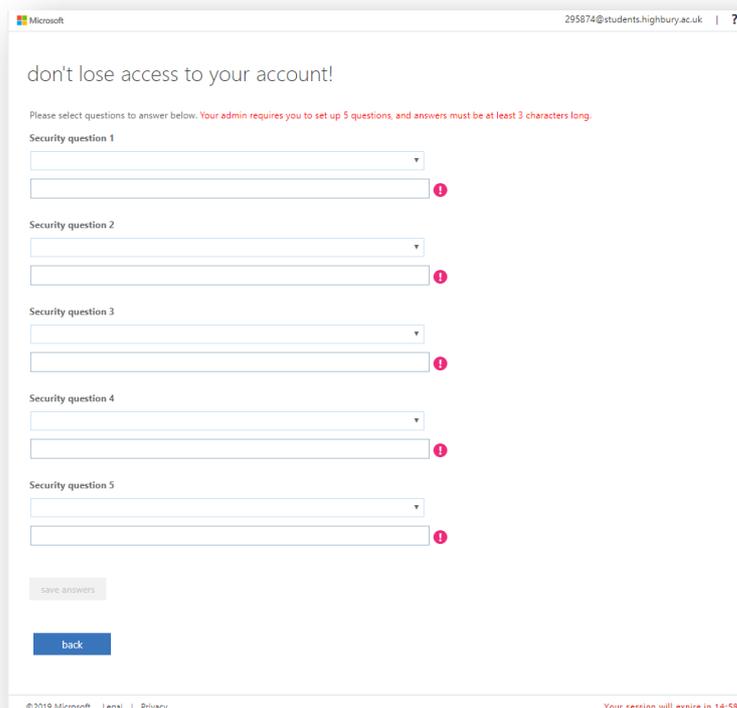
This screenshot shows the second step of the verification process. The user has entered an email address, and the 'email me' button is now active. The 'verify' button is disabled, and the 'back' button is active. A session expiration timer is visible in the bottom right corner.

Security Questions

Once you have completed the Authentication email, you now must set up your security questions. To do this, click 'Set them up now' for Security Questions.



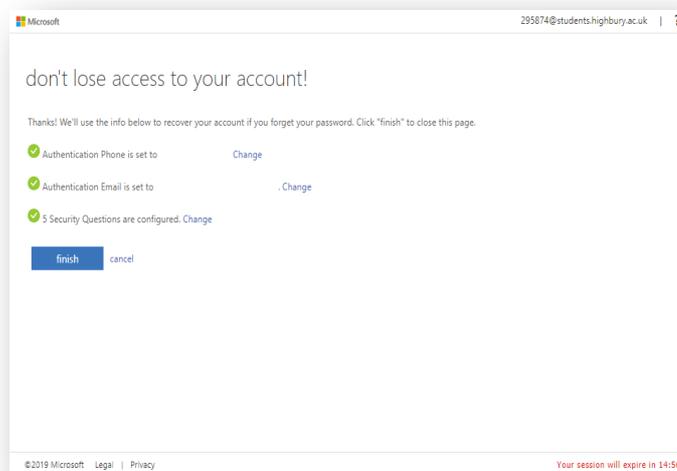
You will then be prompted with the screen below and must pick and answer 5 security questions.



Make sure when answering these questions that they are not identical to each other as Office365 will reject it otherwise.

Once you have completed all the security questions, press 'Save Answers' at the bottom of the page.

Once you have completed the three sections, your page should look something like the below. Press 'Finish' to complete the process.



You can now log in to Office 365 and either use the applications in the browser or download and install them on your PC.

