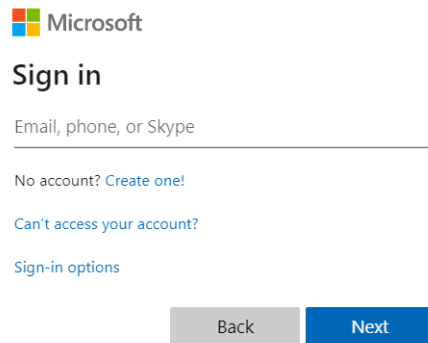


Accessing your account for the first time and Setting up Multi Factor Authentication (MFA) with your phone

This article is for accessing your account for the first time and setting up MFA with your phone as your authentication method. We recommend using MFA to increase the security in your account.

1.

Open a web browser, go to <https://portal.office.com>, then enter your email address and tap **Next**.



Microsoft
Sign in
Email, phone, or Skype
No account? [Create one!](#)
[Can't access your account?](#)
[Sign-in options](#)
Back Next

2.

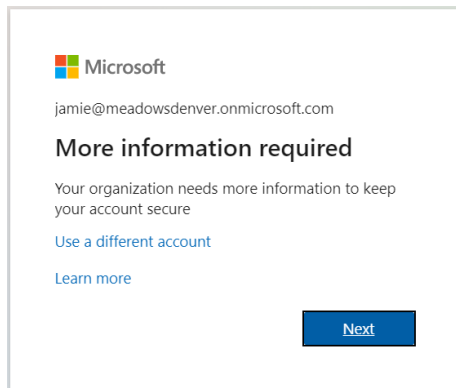
Enter your email account password and tap **Sign In**.



Microsoft
yourname@yourdomain.com
Enter password
Password
[Forgot my password](#)
[Sign in with another account](#)
Sign in

3.

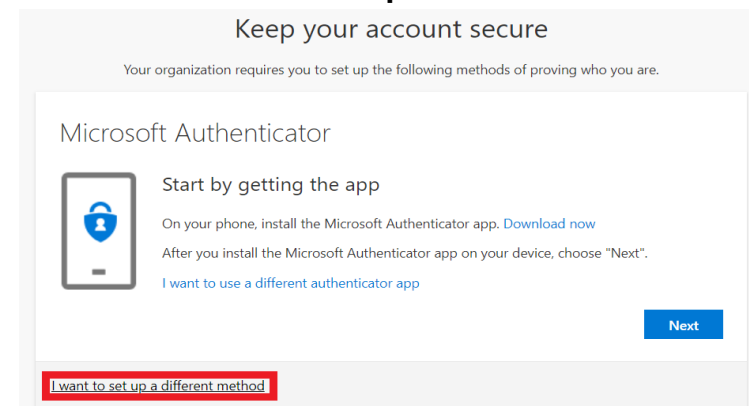
You will get a message to help us protect your account. Select **Next**



Microsoft
jamie@meadowsdenver.onmicrosoft.com
More information required
Your organization needs more information to keep your account secure
[Use a different account](#)
[Learn more](#)
Next

4.

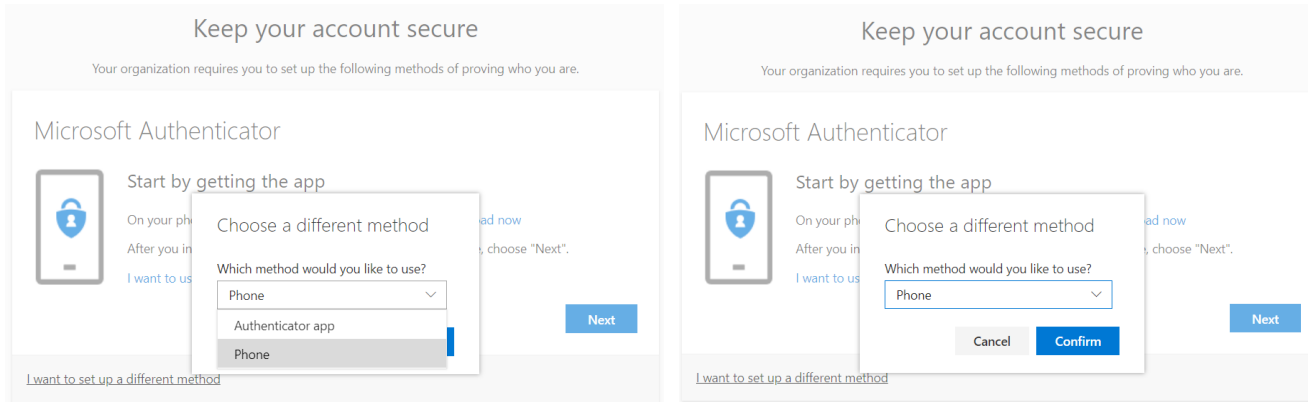
To keep your account secure you will be setting up Multi Factor Authentication. Select **I want to set up a different Method**.



Keep your account secure
Your organization requires you to set up the following methods of proving who you are.
Microsoft Authenticator
Start by getting the app
On your phone, install the Microsoft Authenticator app. [Download now](#)
After you install the Microsoft Authenticator app on your device, choose "Next".
[I want to use a different authenticator app](#)
Next
[I want to set up a different method](#)

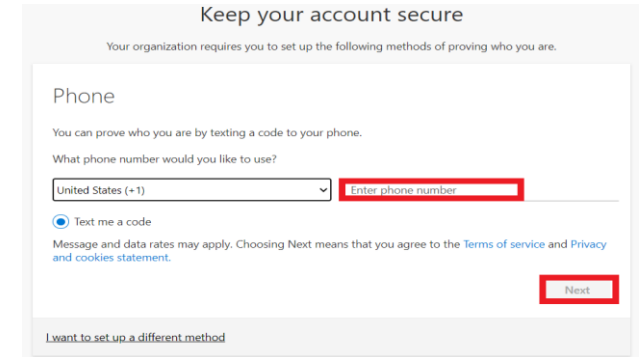
5.

A new window will pop up. Select **Phone** and **Confirm**



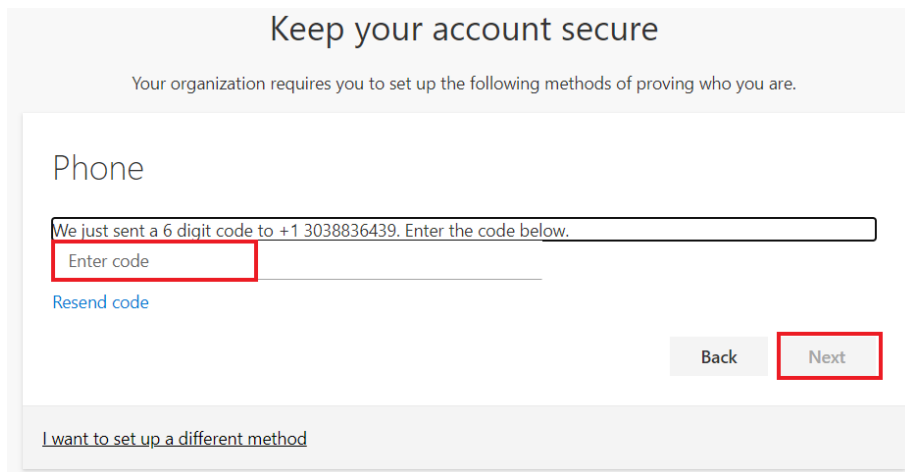
6.

Enter your Mobile Phone number. They will text you a code so you can prove who you are, then select **Next**.



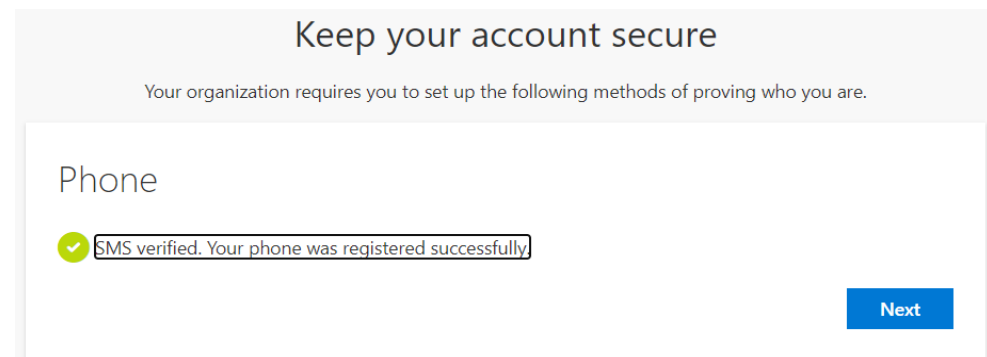
7.

Enter the 6-digit code that was sent to your phone, and then select **Next**.



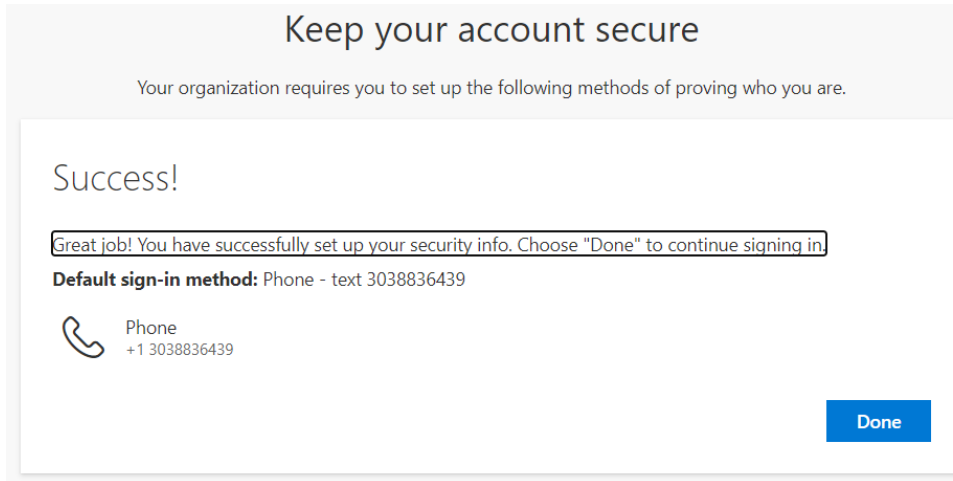
8.

A confirmation message will appear saying your phone was registered successfully. Select **Next**.



9.

A message saying you have successfully set up your security info will appear, Select **Done** to continue signing in to your account.



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

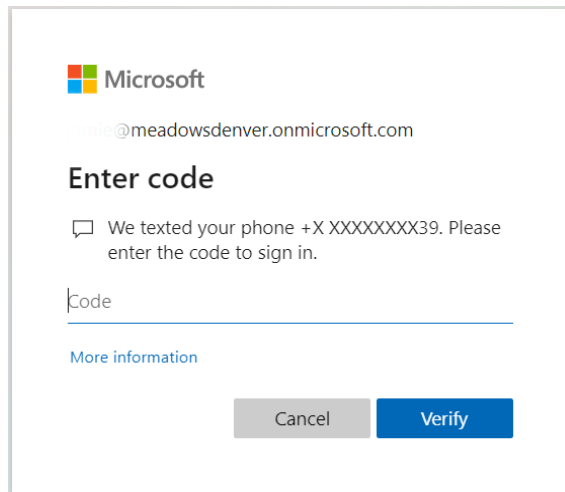
Default sign-in method: Phone - text 3038836439

Phone
+1 3038836439

Done

11.

A verification code has been sent to your phone. Enter the 6-digit code and select **Verify**.



Microsoft

@meadowsdenver.onmicrosoft.com

Enter code

We texted your phone +X XXXXXXXX39. Please enter the code to sign in.

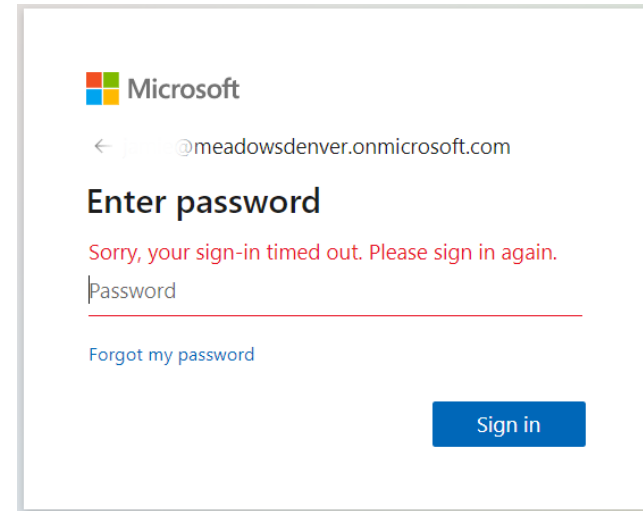
Code

[More information](#)

Cancel Verify

10.

If your sign-in timed out, **re-enter your password** and select **Sign in**.



Microsoft

@meadowsdenver.onmicrosoft.com

Enter password

Sorry, your sign-in timed out. Please sign in again.

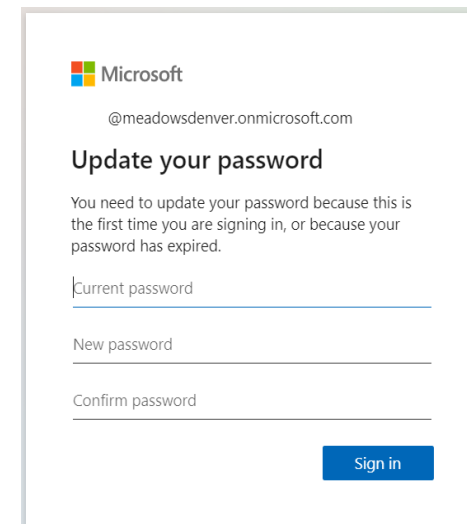
Password

[Forgot my password](#)

Sign in

12.

Since this is the first time you are signing in, you need to enter a new password and select **Sign in**.



Microsoft

@meadowsdenver.onmicrosoft.com

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

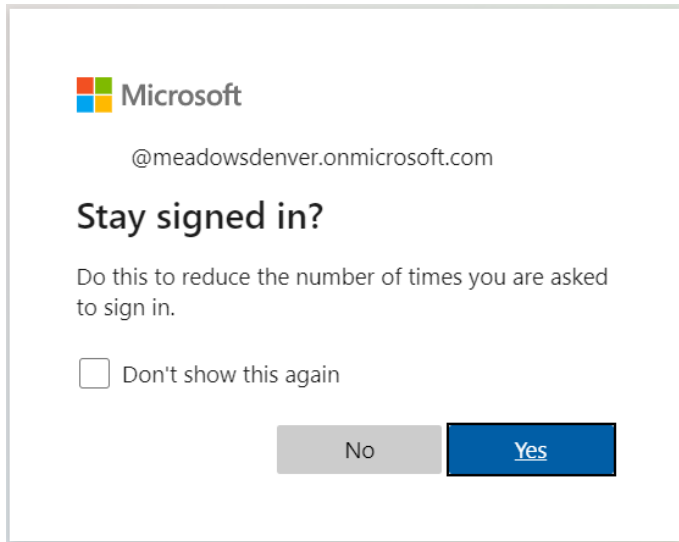
New password

Confirm password

Sign in

13.

If you are signing in from your computer and you want to stay signed in select **Yes**, otherwise select **No**.



14.

You are now in the Online Portal of your new subscription. To access your email, select the Outlook icon from the menu on the left or select Outlook from the Office menu on the top left corner.

