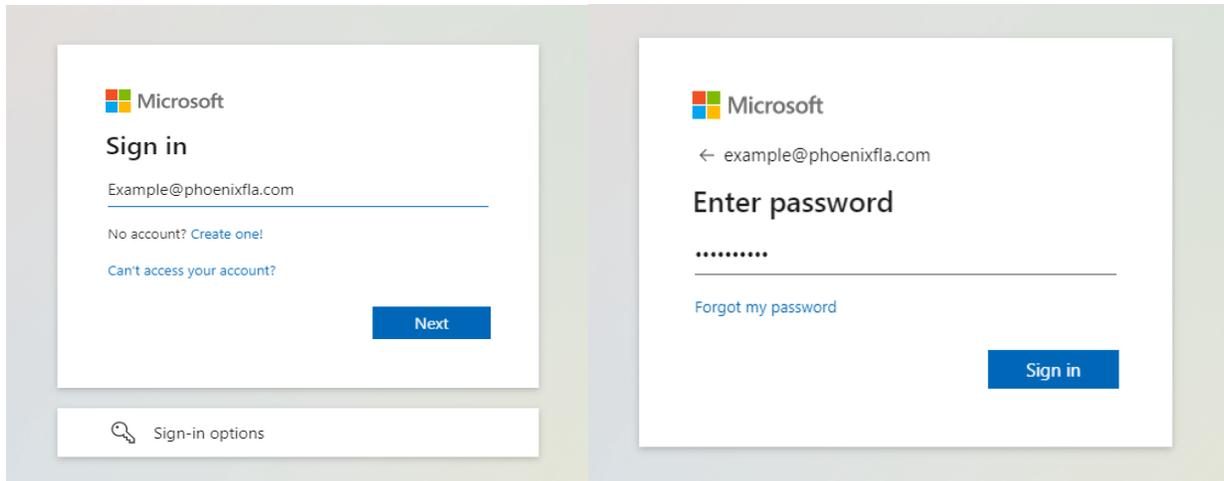


Microsoft 365 First Time Login Instructions & Account Authentication

Step 1: Locate your email address and password provided by Phoenix IT.

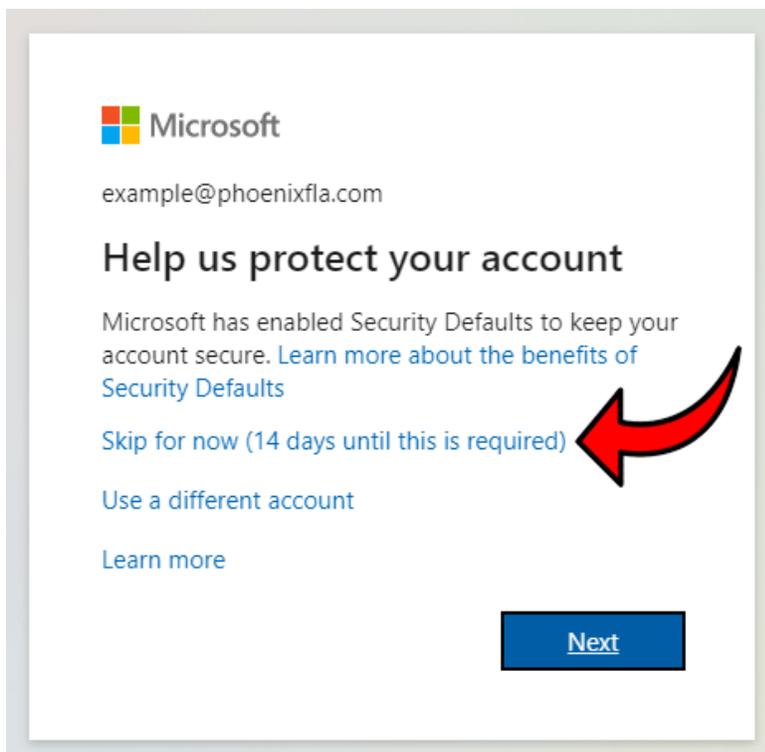
Step 2: Open a web browser and navigate to <https://portal.office.com/>

Step 3: Sign in with your provided email address and password.



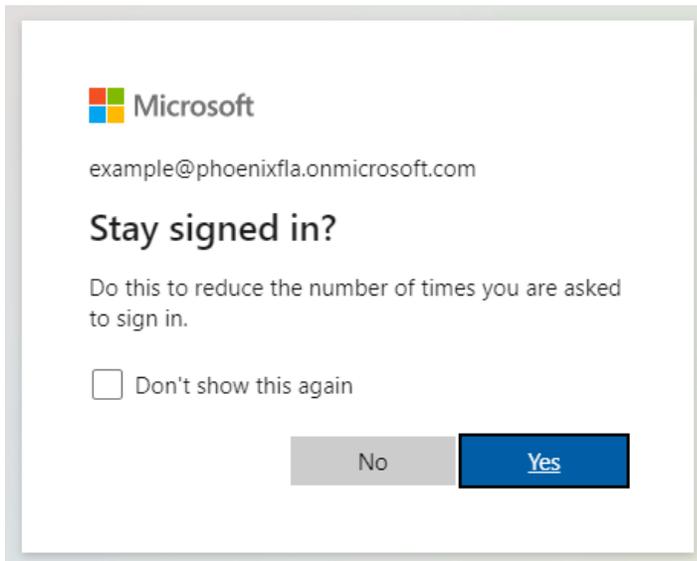
The screenshot shows two side-by-side panels of the Microsoft 365 sign-in interface. The left panel is titled "Sign in" and features the Microsoft logo at the top. Below the logo, the text "Sign in" is displayed. A text input field contains the email address "Example@phoenixfla.com". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned at the bottom right of the panel. Below the main panel, there is a search icon and the text "Sign-in options". The right panel is titled "Enter password" and also features the Microsoft logo. Below the logo, there is a back arrow and the email address "example@phoenixfla.com". The text "Enter password" is displayed above a password input field filled with dots. Below the input field, there is a link "Forgot my password". A blue "Sign in" button is positioned at the bottom right of the panel.

Step 4: Select Skip for now. (Or Ask Later)

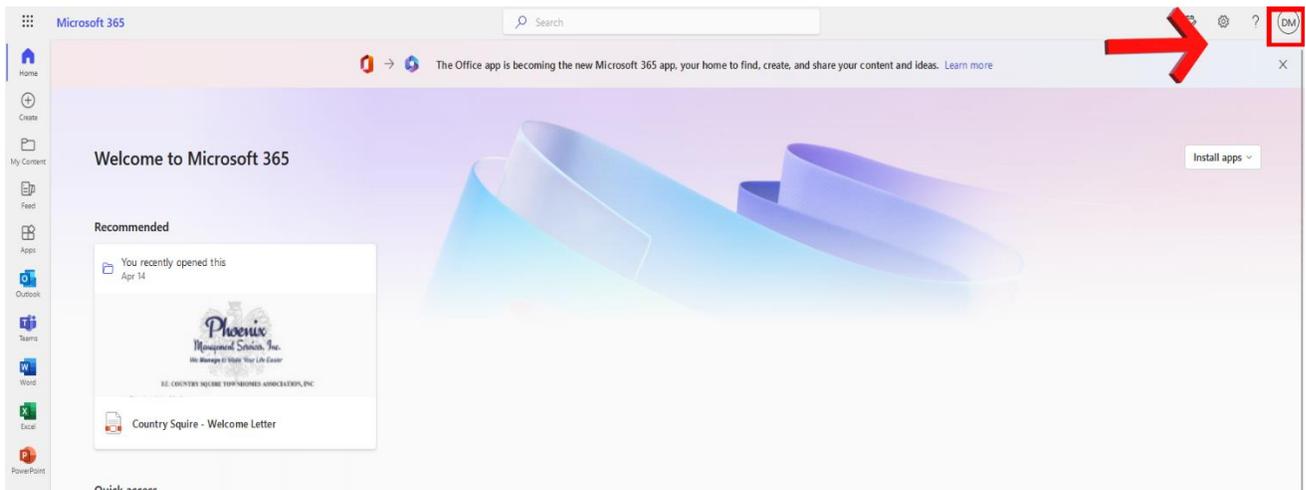


The screenshot shows a Microsoft 365 notification screen. At the top, the Microsoft logo is displayed. Below the logo, the email address "example@phoenixfla.com" is shown. The main heading is "Help us protect your account". Below this heading, there is a paragraph of text: "Microsoft has enabled Security Defaults to keep your account secure. [Learn more about the benefits of Security Defaults](#)". Below the paragraph, there are three options: "Skip for now (14 days until this is required)", "Use a different account", and "Learn more". A large red arrow points to the "Skip for now" option. A blue "Next" button is positioned at the bottom right of the screen.

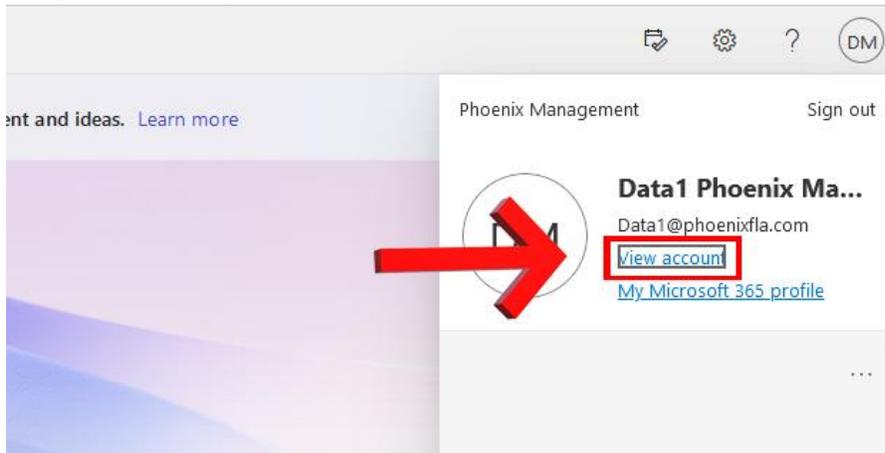
Step 5: Stay signed in? Select “Yes” if you are on your work or home computer. Select “No” if you are using a public or shared computer.



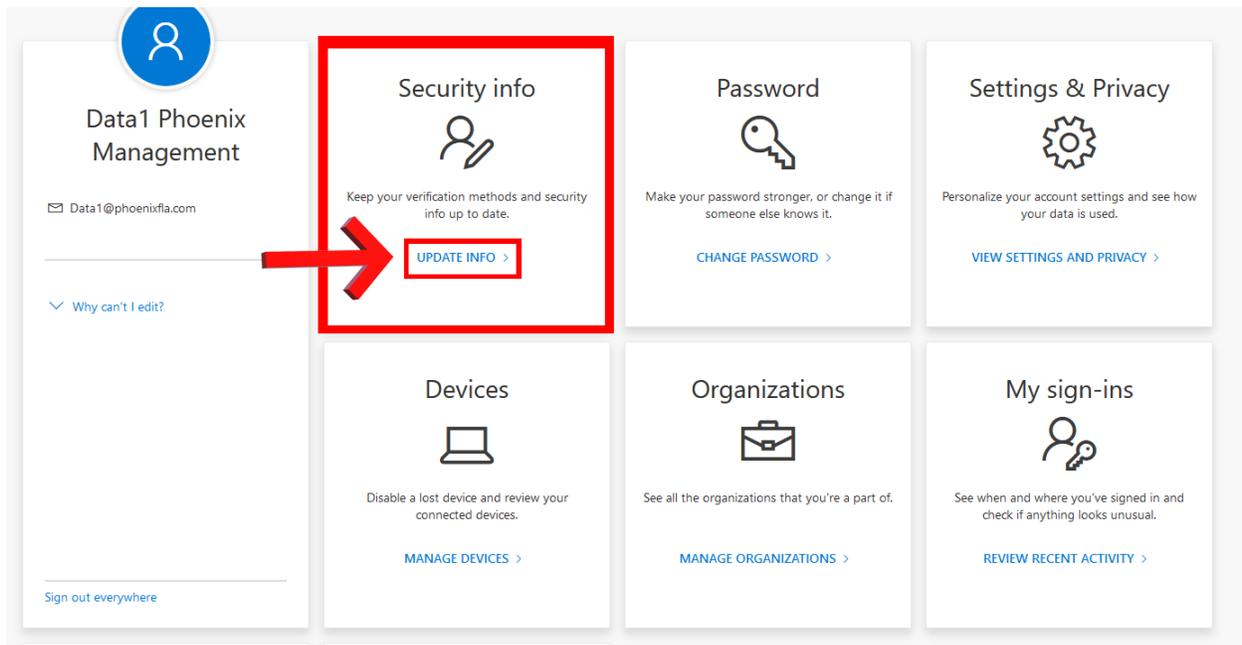
Step 6: From the Home Page, click on the circle on the top right with your initials.



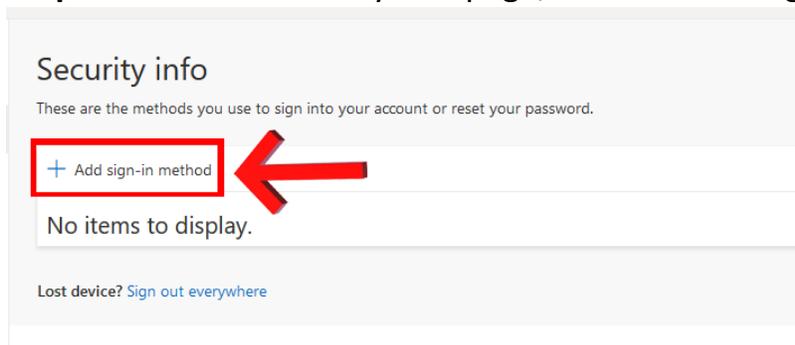
Step 7: Under your name, click on View Account.



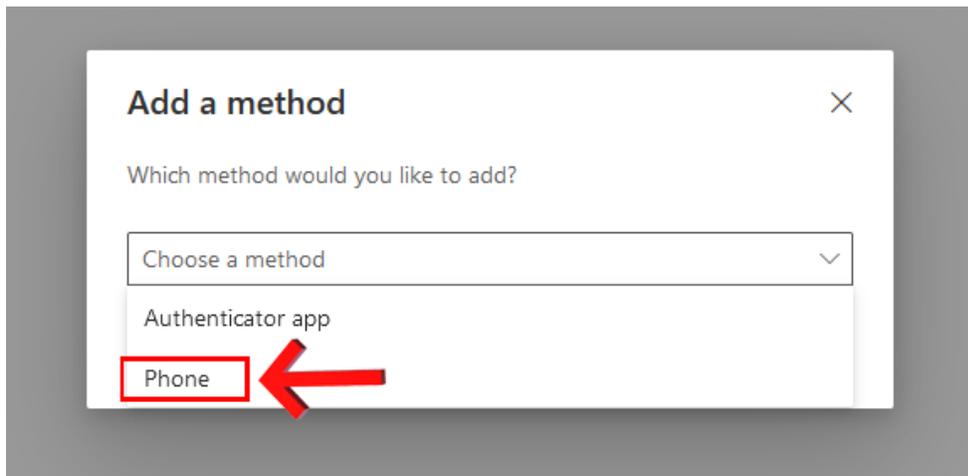
Step 8: From the settings page, Click on “Update Info” listed under the Security Info square.



Step 9: From the Security Info page, click on “Add sign-in method”



Step 10: Under Choose a method, select “Phone” out of the drop-down menu.



Step 11: Enter your Cell Phone number, then hit “Next”. You will receive a text message with a code to enter on the next page.

