Welcome to your Office in the cloud.

Your Office 365 account is live. Sign in to explore the features and options that give you the familiarity and power of Office, with the flexibility to work virtually anywhere.

See what's included in Office 365, and then get started making the most of your service. Use these first-time login credentials to sign in:

User ID: <your email address>

Password: <your domain password>

Login to Office 365

1. Go to https://portal.office.com to log in to your Office 365 account.
2. Enter your email address and click **Next**

Microsoft

Sign in

ArdenA@M365EDU932846.onmicrosoft.com

Can't access your account?

Next

3. Enter your password and click **Sign in**.

4. On the next page, click on **Next**, which will take you through the next steps to provide you with a better security experience using Multifactor authentication (MFA).

Tip: *Multifactor authentication means you and your colleagues must provide more than one way to sign in to Microsoft 365 which is one of the easiest ways to secure your organization.*

5. The default authentication method is to use the free **Microsoft Authenticator app**. If you have it installed on your mobile device, select **Next** and follow the prompts to add this account. If you don't have it installed there is a link provided to download it.

   a. If you would rather use SMS messages sent to your phone instead, select **I want to set up a different method**.
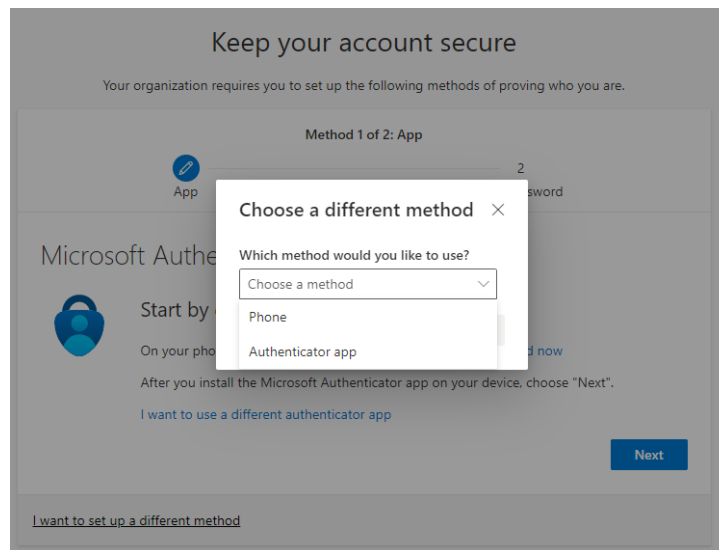
   If Authentication phone is selected Microsoft 365 will ask for your mobile number. Once provided, click **Next**. You will receive an SMS message containing a 6-digit code to verify your device. Enter the code and click **Next.**

Tip: *For a faster, and more secure, experience we recommend using an authenticator app rather than SMS verification.*

b. If you would like to select **Microsoft Authenticator app**, Download and install the Microsoft Authenticator app for [Android](#), [iOS](#) or [Windows Phone](#).

c. Once you have installed the app, click **Next** on your computer screen from above prompt.
d. On your mobile device, open the Microsoft Authenticator app on your phone.
e. Tap the **+** > **Work or school account**.
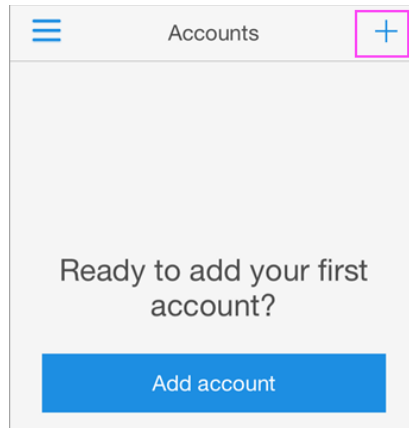
f. Use your phone to scan the QR square that is on your computer screen.
   Notes: iPhone users may have to enable the camera in Settings in order to scan.
   If you can't use your phone camera, you'll have to manually enter the 9-digit code and the URL.

g. Your account will be added automatically to the app and will display a six-digit code.

h. Switch back to your computer and click **Done**.

i. Now wait for the Checking activation status text to finish configuring your phone.

j. When it's complete, you'll be able to click the Contact me button on the right.

k. Switch back to your phone and you'll see a notification for a new sign in.

l. Go to the **Microsoft Authenticator app**.

m. Tap **Approve** to allow it.

n. Back on the computer, follow any prompts that you might see such as adding a mobile number.

o. You're good to go!

6. Once you complete the instructions to specify your additional verification method, the next time you sign in to Microsoft 365, you'll be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.

Note: Generally, you'll only need the additional verification method the first time you sign into a new app or device, or after you've changed your password. You probably won't be asked for the additional verification code on a daily basis, unless your organization requires it.

Now you are on your Office 365 home page, where you will be able to use many features. On the left-hand side pane, click on the appropriate icon to navigate to your favorite application, from your web browser.