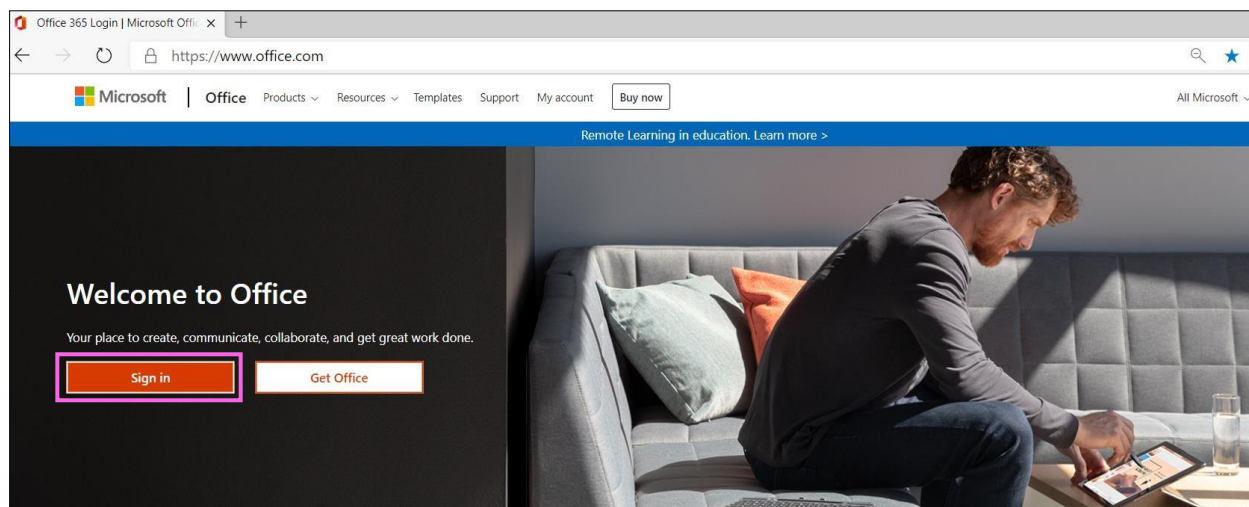


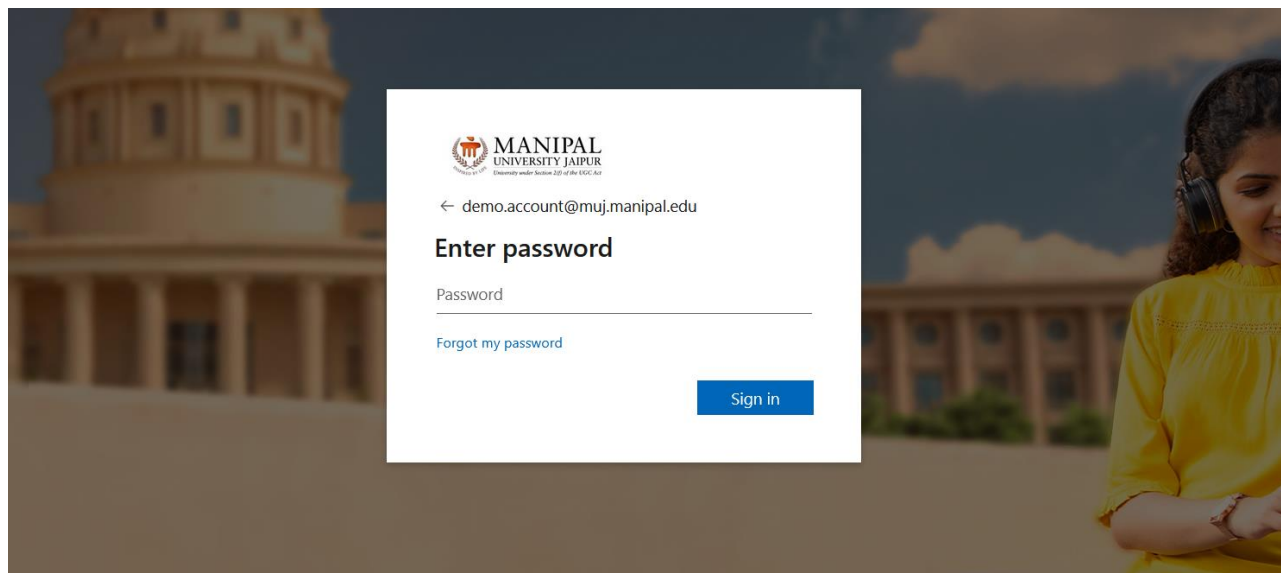
## How to Login to Office 365 for the First Time

This document walks you step by step to login to Office 365 for the first time. If you need further assistance with any of the steps below, please contact our Help Desk at **0141-3999100**, ext:-306/777 or **student.support@muj.manipal.edu**.

1. Browse to <https://www.office.com> .
2. Click **Sign in** and enter your Manipal University Jaipur email address, click **Next**:

A screenshot of the Microsoft 'Sign in' page. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. A text input field contains the email address 'demo.account@muj.manipal.edu'. Below the input field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom, there are two buttons: 'Back' (grey) and 'Next' (blue).

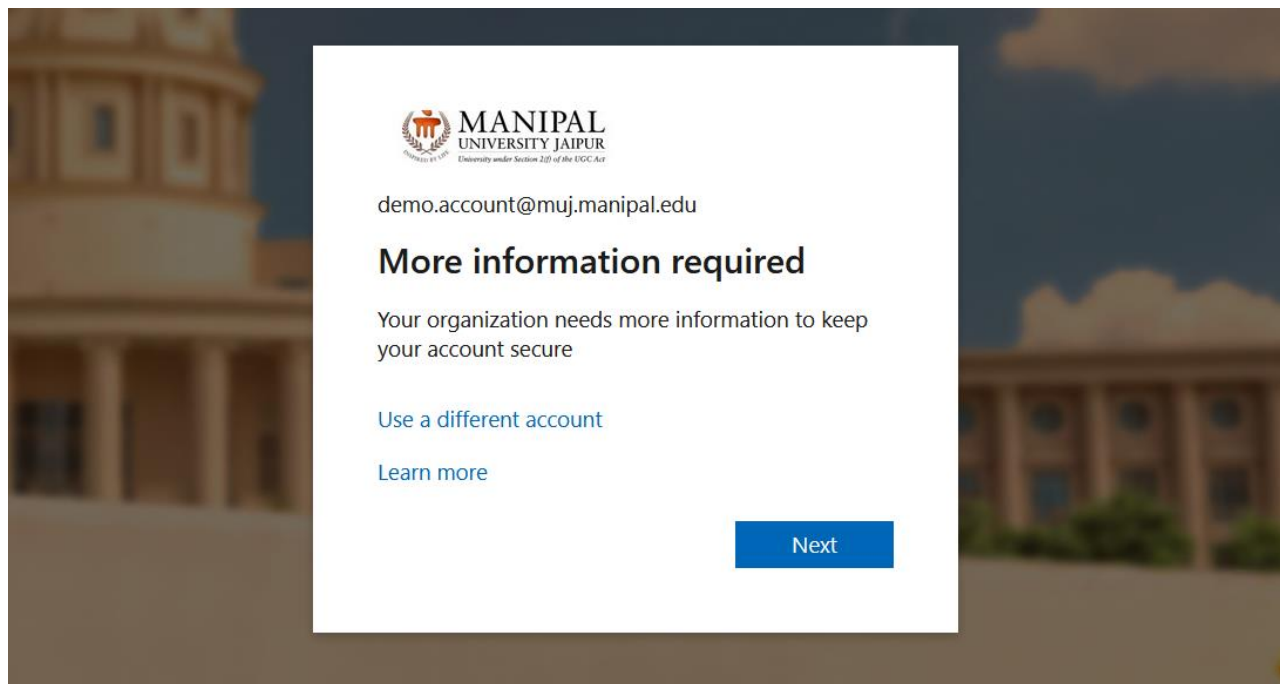
3. Enter your Manipal University Jaipur College account password and click **Sign in**.



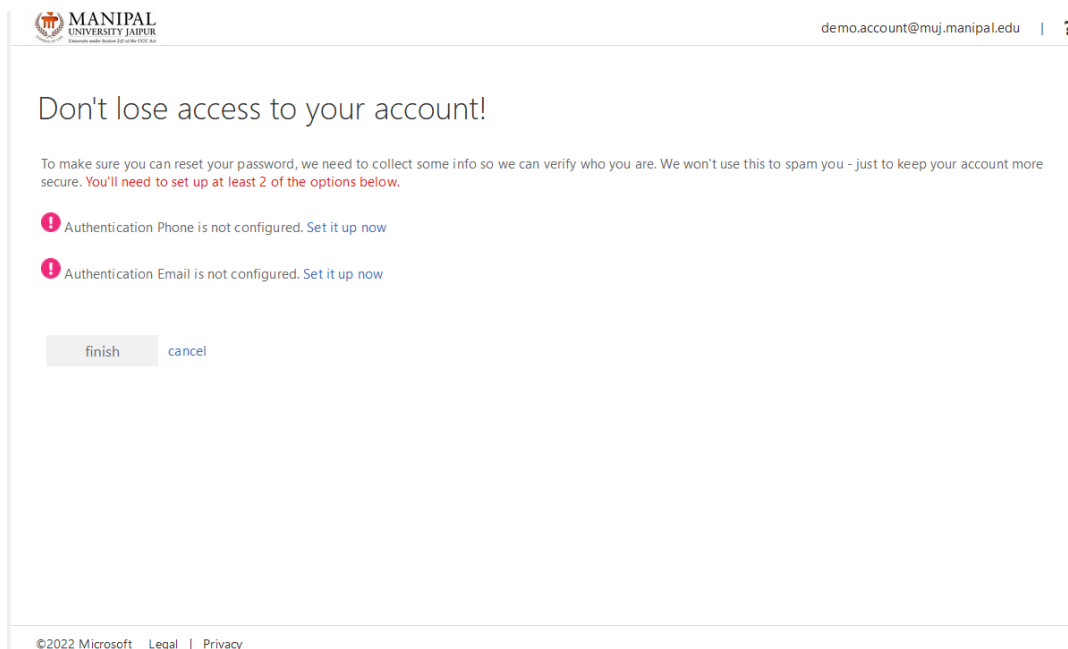
4. You need to update your password because this is the first time you are signing in, or because your password has expired.

A screenshot of the Manipal University Jaipur password update page. The page features the university's logo at the top left, which includes the text 'MANIPAL UNIVERSITY JAIPUR' and 'University under Section 2(f) of the UGC Act'. Below the logo, the email address 'demo.account@muj.manipal.edu' is displayed. The main heading is 'Update your password'. Below the heading is a paragraph of text: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three text input fields: 'Current password', 'New password', and 'Confirm password', each with a horizontal line underneath. At the bottom right of the form area is a blue button labeled 'Sign in'.

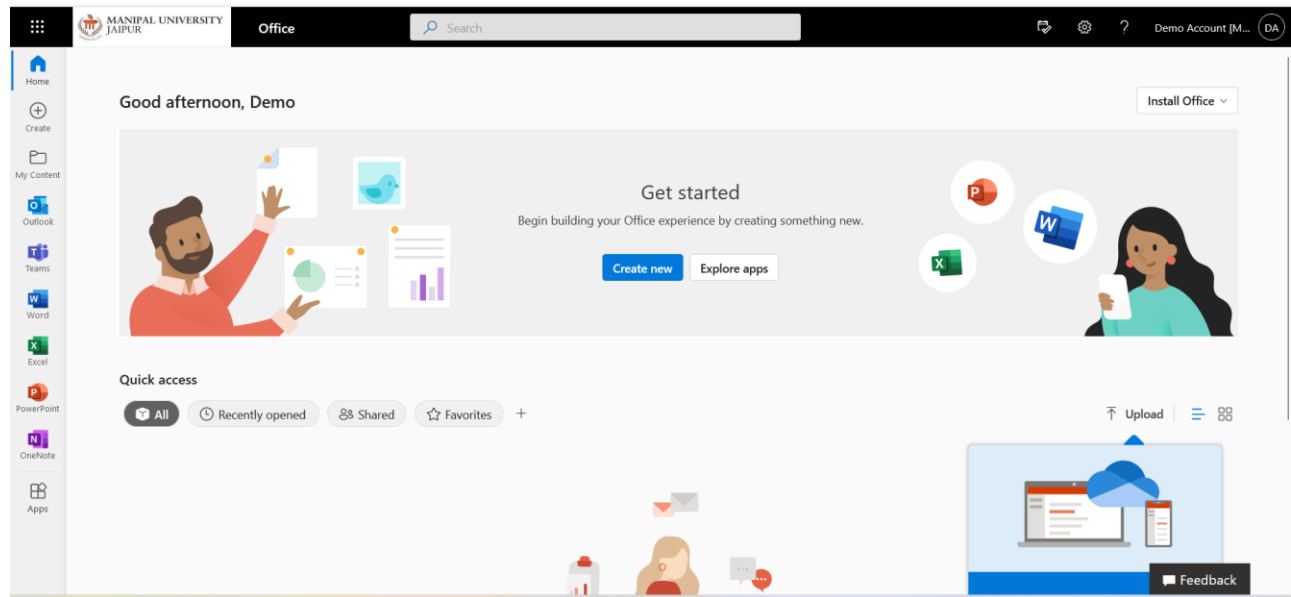
- To make sure you can reset your password, you will be required to provide some information that can be used during password reset to verify your identity. Click **Next**.



- You must set up both of the options from the screen below.  
Note: For authentication email, you should use an email address that does not end **muj.manipal.edu**.



7. After setting up one of the options, click **Finish** and you will be welcomed by Office 365. Congratulations, you have successfully signed into your Office 365 and you are all set.

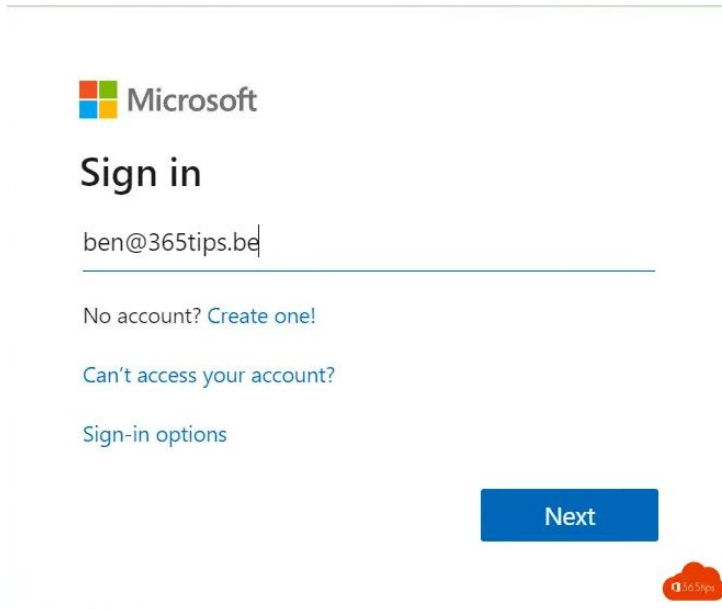


## How to activate Multi-Factor Authentication (MFA) in Microsoft Office 365?

Here you can set up your MFA as an end user and adjust settings. At the bottom of the page you can, as an IT-Administrator, roll out the entire organisation with MFA.

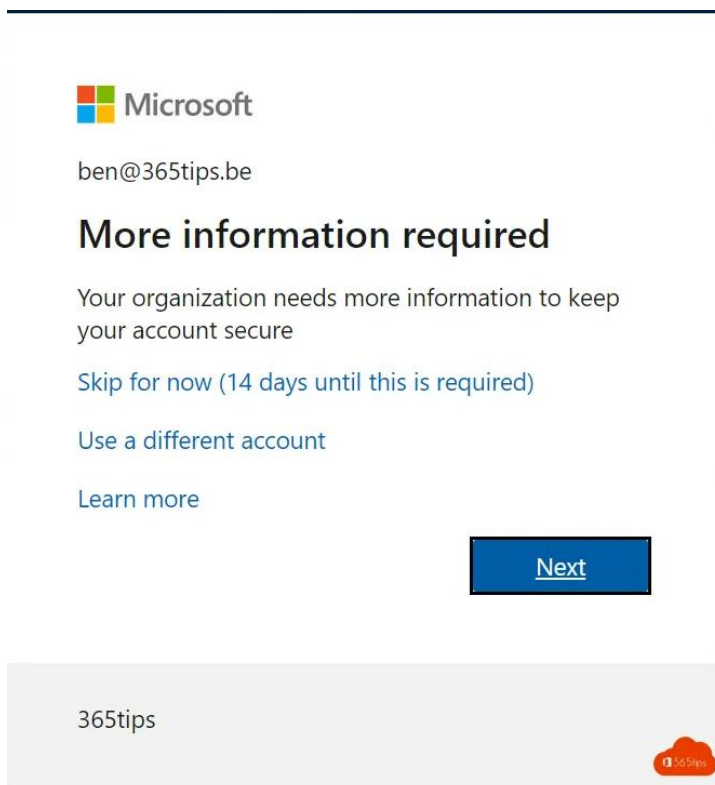
**Browse to:** <https://aka.ms/mfasetup> and open the Microsoft Multi-Factor Authentication page.

**Login** with your current account.



The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "ben@365tips.be". Below the input field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". A blue "Next" button is positioned at the bottom right of the sign-in area. In the bottom right corner of the page, there is a small red cloud icon with the text "365tips" inside it.

**Click on next**



The screenshot shows the Microsoft "More information required" page. At the top left is the Microsoft logo. Below it, the email address "ben@365tips.be" is displayed. The main heading is "More information required". Below this, the text reads: "Your organization needs more information to keep your account secure". There are three links: "Skip for now (14 days until this is required)", "Use a different account", and "Learn more". A blue "Next" button is positioned at the bottom right of the page. In the bottom left corner, the text "365tips" is visible. In the bottom right corner, there is a small red cloud icon with the text "365tips" inside it.


Install **the Microsoft Authenticator** app **on your iPhone or Android phone.**

JasperBernaers ?

## 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](#)




Press **next**

JasperBernaers ?

## Keep your account secure


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

### Microsoft Authenticator

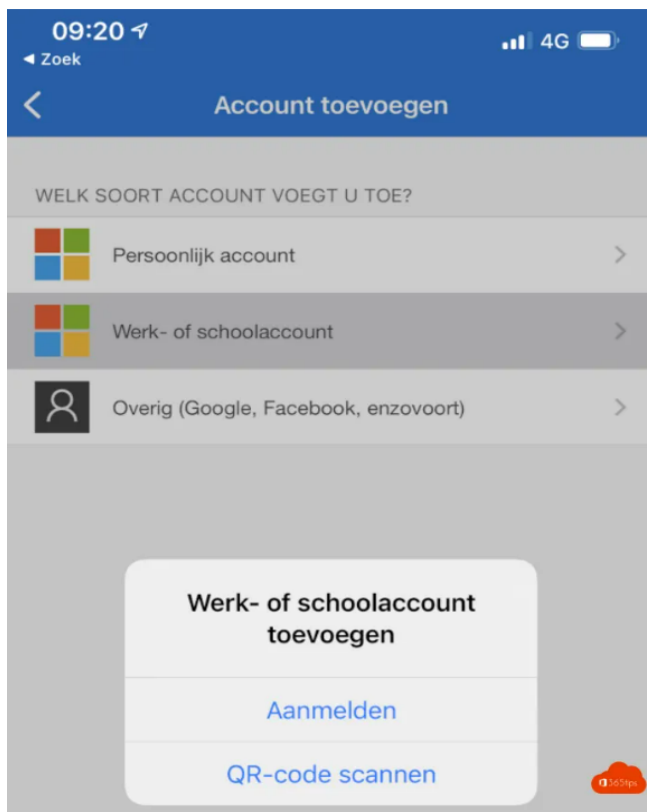
 **Set up your account**

If prompted, allow notifications. Then add an account, and select "Work or school".

[Back](#) [Next](#)



In the **mobile application**, select Add **work or school account**.



**Scan the QR code**

## Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

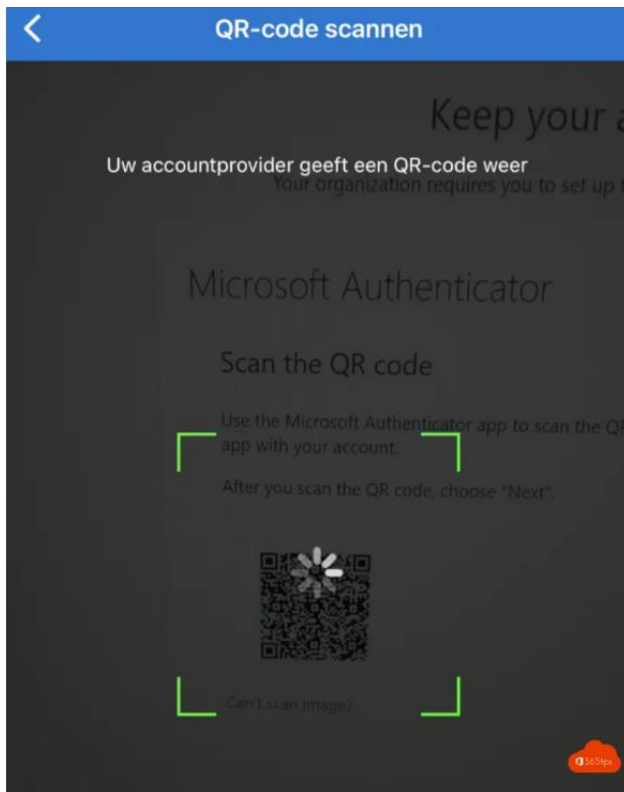


[Can't scan image?](#)

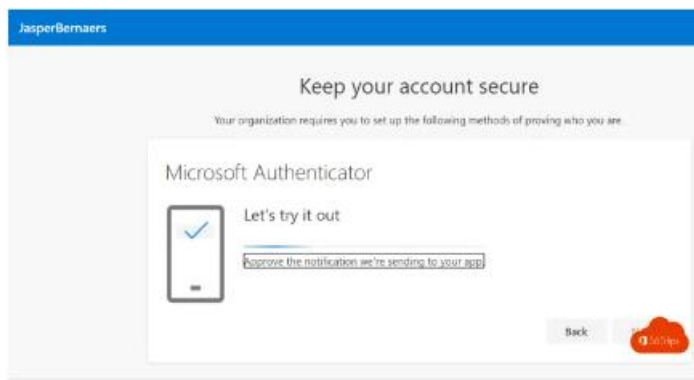
Back



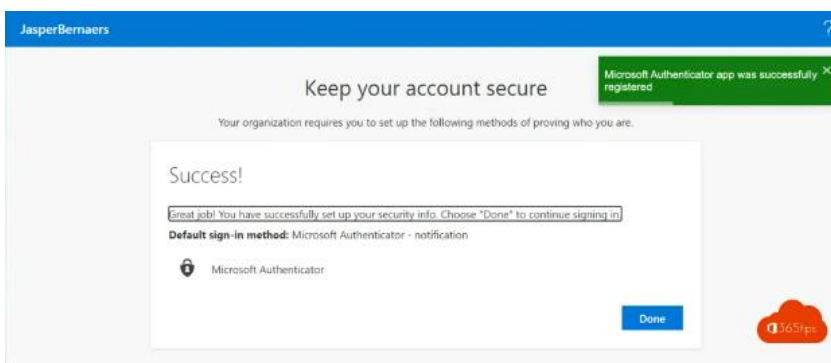
Scan the QR Code **via the Authenticator App – mobile**



And now a short test by Microsoft.



The **activation** has **succeeded!** Test in an InPrivate browser whether everything is correct after the activation to make sure nothing went wrong.

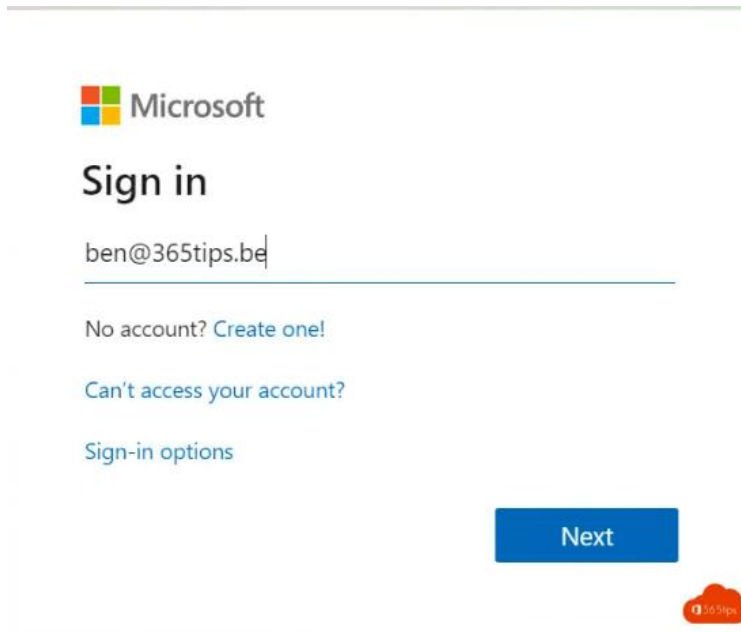




## Enable MFA for users - or reset current settings

**Browse to:** <https://aka.ms/mfasetup> and open the Microsoft Multi-Factor Authentication page.

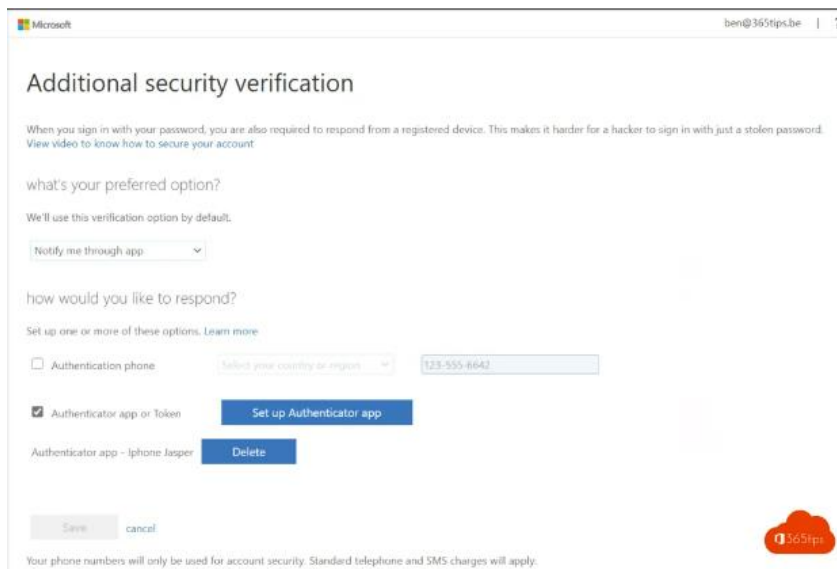
**Login with your current account.**



The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "ben@365tips.be". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". A blue "Next" button is positioned at the bottom right of the sign-in area. A small red cloud icon with "365tips" is visible in the bottom right corner of the page.

Click on next

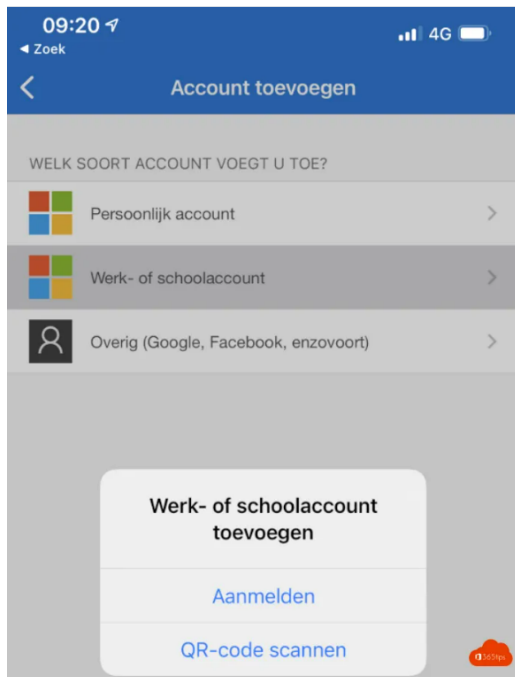
Choose authenticator app or token - Setup Authenticator App



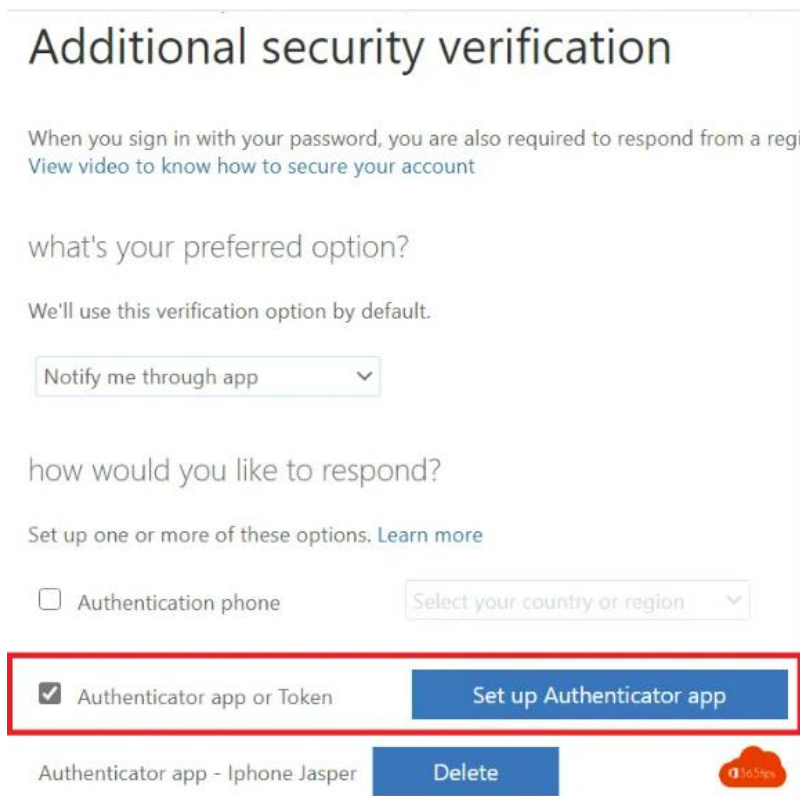
The screenshot shows the "Additional security verification" page. At the top left is the Microsoft logo, and at the top right is the user's email "ben@365tips.be" and a help icon. The main heading is "Additional security verification". Below this is a paragraph explaining that users are required to respond from a registered device. A link "View video to know how to secure your account" is provided. The section "what's your preferred option?" asks for the user's preferred verification method. A dropdown menu is set to "Notify me through app". The section "how would you like to respond?" asks for the response method. There are two options: "Authentication phone" (unchecked) and "Authenticator app or Token" (checked). The "Authentication phone" option includes a dropdown for "Select your country or region" and a text input field containing "123-555-8642". The "Authenticator app or Token" option has a blue "Set up Authenticator app" button. Below this, there is a list of existing authenticator apps, with one listed as "Authenticator app - Iphone Jasper" and a blue "Delete" button next to it. At the bottom left, there are "Save" and "cancel" buttons. A small red cloud icon with "365tips" is visible in the bottom right corner. A footer note states: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply."

Install the Microsoft **Authenticator app** on your [iPhone](#) or [Android phone](#).

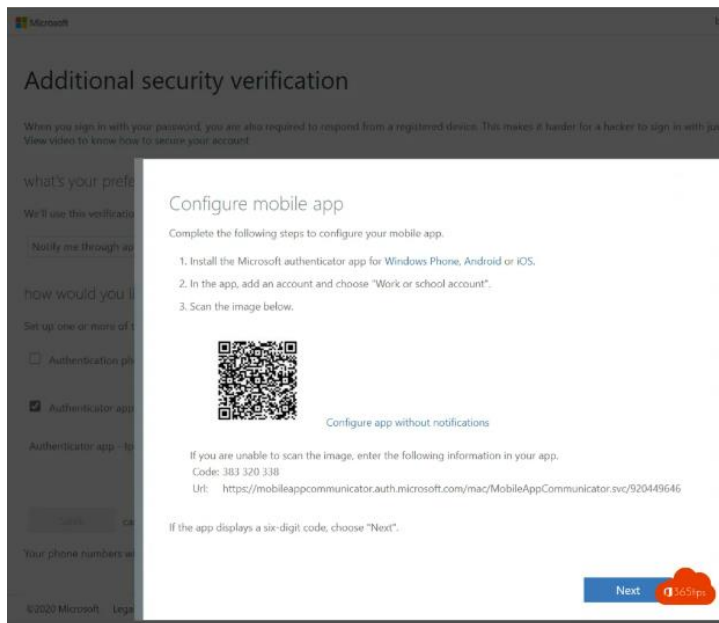
In your mobile app, press the **plus** at the top to add a work account



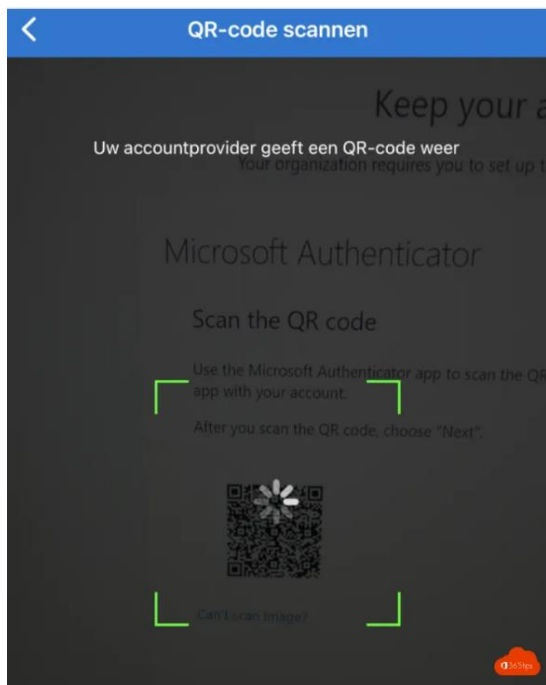
Scan the QR code you get by pressing Set Up Authenticator App



The code appears in the web browser.



Then **scan** the **code**



Click on next.

You get a prompt on your phone click Accept.

From now on, your mobile device is known as 2nd factor. This does not necessarily mean that your IT Administrator has set policies to make this a standard from now on. But you are already ready to use MFA.

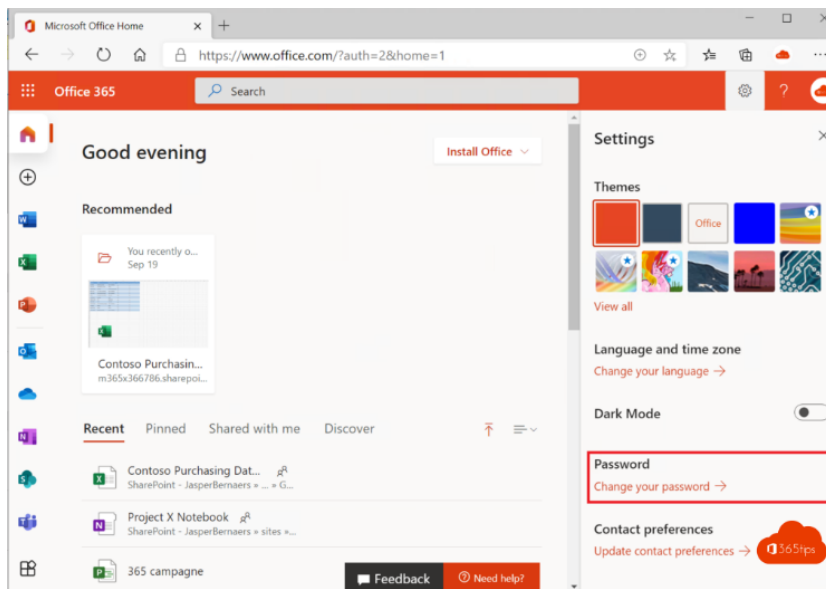
## Using Office.com to reset or change your Office 365 password

Browse To: [www.office.com](https://www.office.com)

Login with your username & password from Office 365.

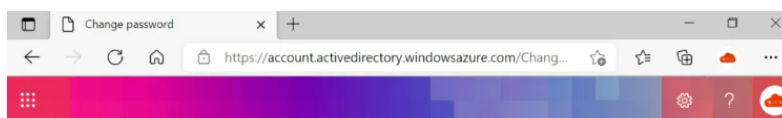
Next to the question mark at the top, select settings.

Select: change password at the bottom right.



Enter your old password.

Enter the new password twice.



### Change password

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID  
Info@365tips.be

Old password

Create new password

Password strength

Confirm new password

Submit

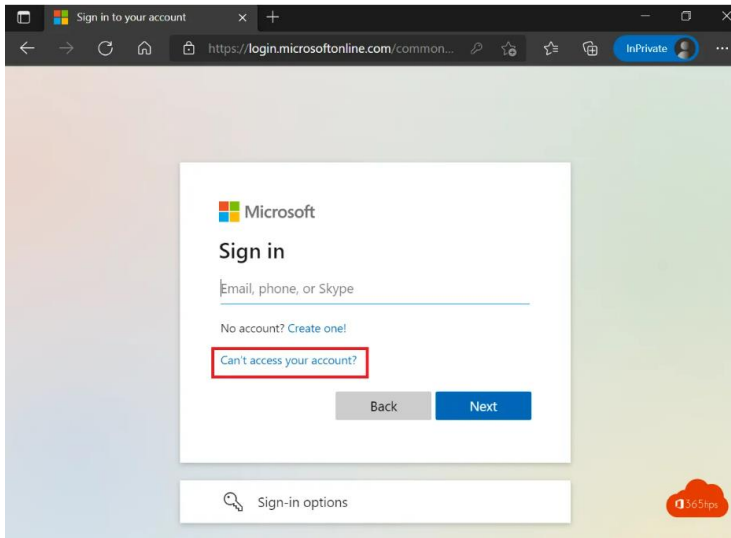
Cancel



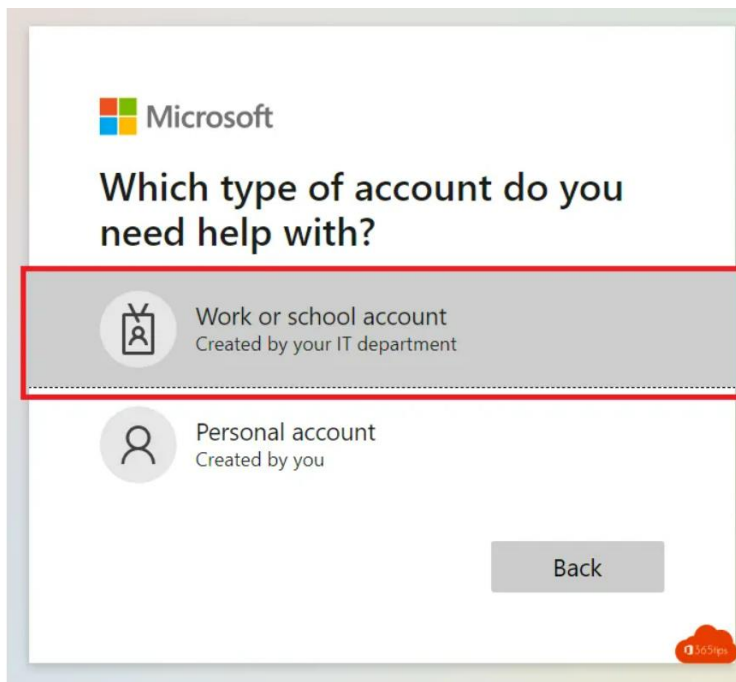
Office 365 apply password reset - forgot password?

Browseto: <https://portal.office.com>

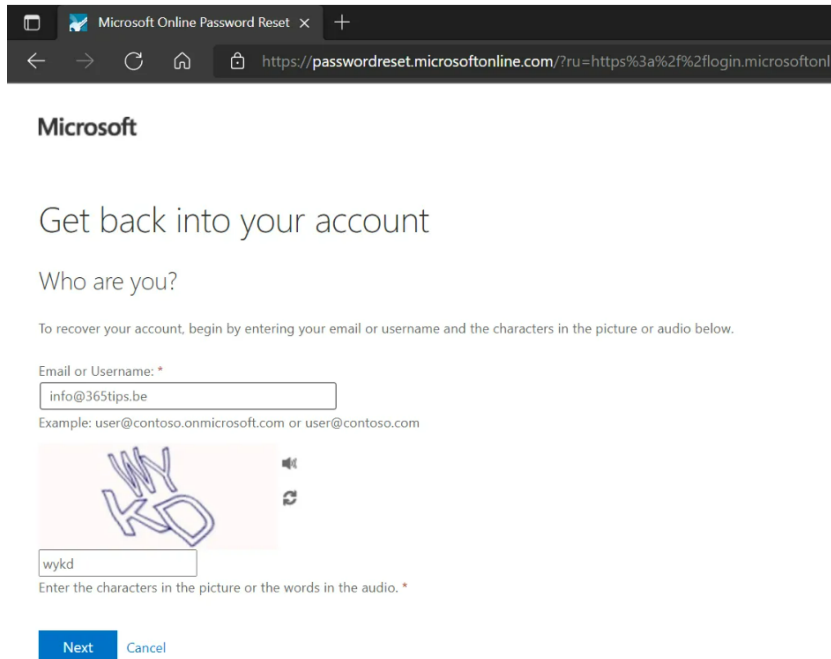
Select: 'do not have access to the account?'



Select work or school account.



Enter the user name. In this test environment we use: Info@365tips.be.  
Type the letters you see in your image.



Microsoft


## Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: \*

Example: user@contoso.onmicrosoft.com or user@contoso.com

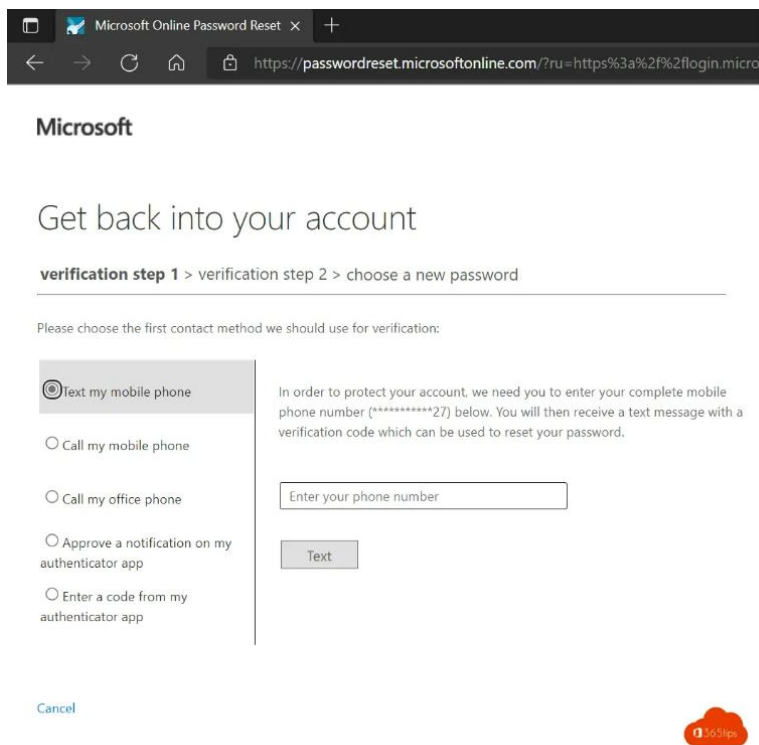


wykd

Enter the characters in the picture or the words in the audio. \*

[Next](#) [Cancel](#)

Choose the option that works for you.



Microsoft

## Get back into your account

**verification step 1** > verification step 2 > choose a new password


Please choose the first contact method we should use for verification:

- Text my mobile phone
- Call my mobile phone
- Call my office phone
- Approve a notification on my authenticator app
- Enter a code from my authenticator app

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\*27) below. You will then receive a text message with a verification code which can be used to reset your password.

[Text](#)

[Cancel](#)



You will receive a text message with a code. after that you will get the opportunity to enter your password again.