First time login to **Microsoft 365** Account & **Multi-Factor** Authentication setup

IT & NOC Department

Choose your device:

For **Laptop / PCs**
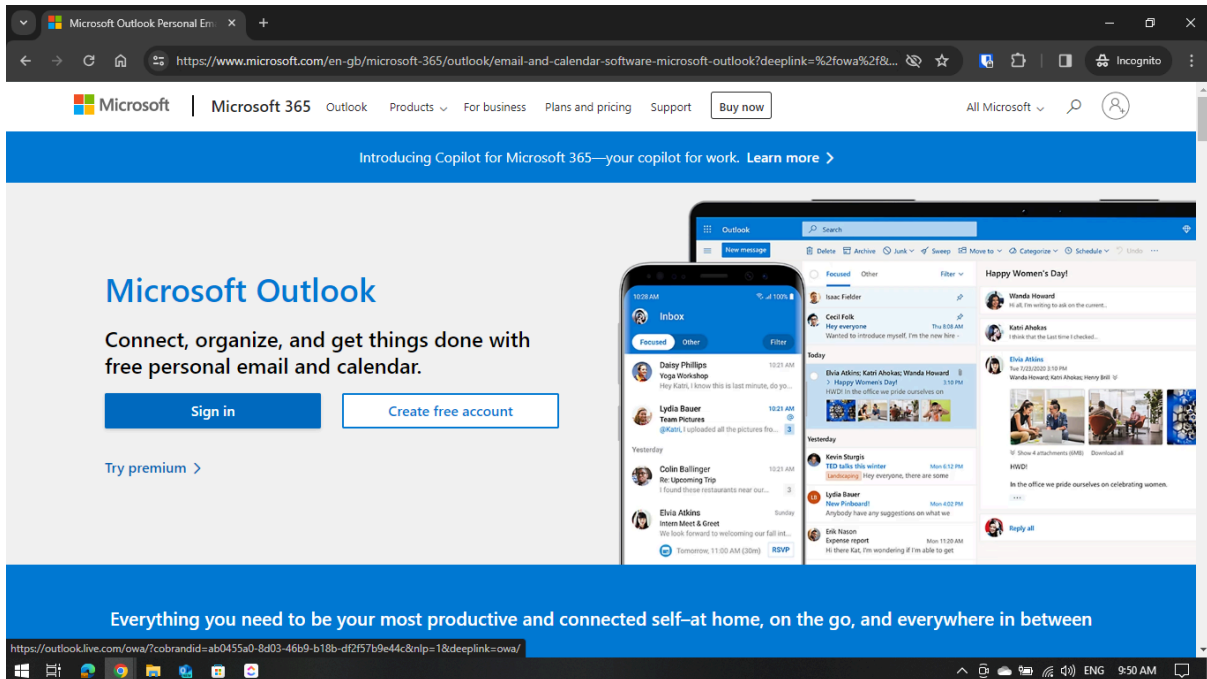For **Android Phone**
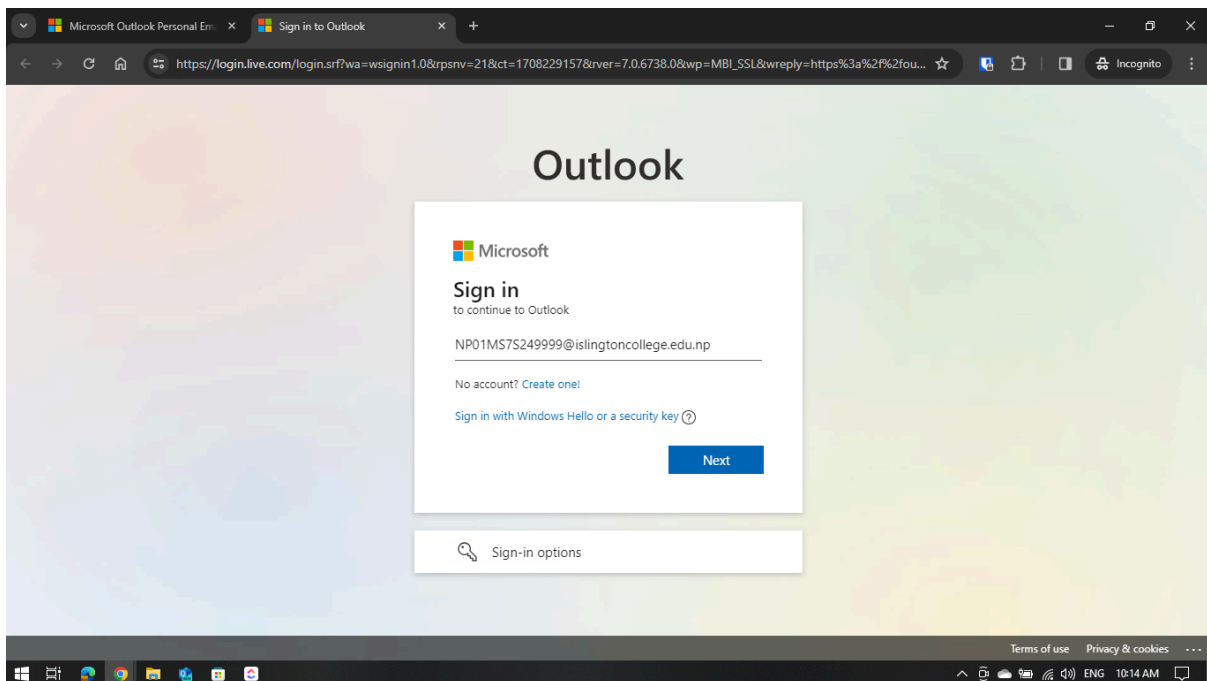For **IOS iPhone**

For Laptop Windows / MAC
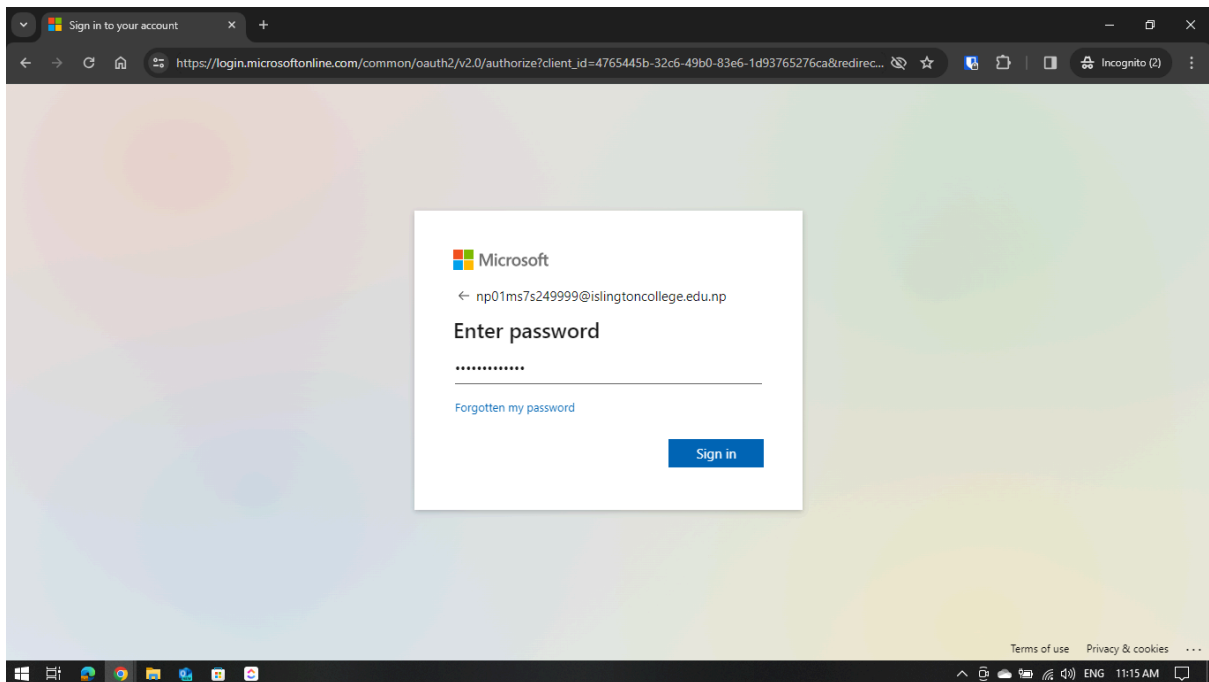
Step 1:

Go to **https://www.outlook.com**

Step 2:

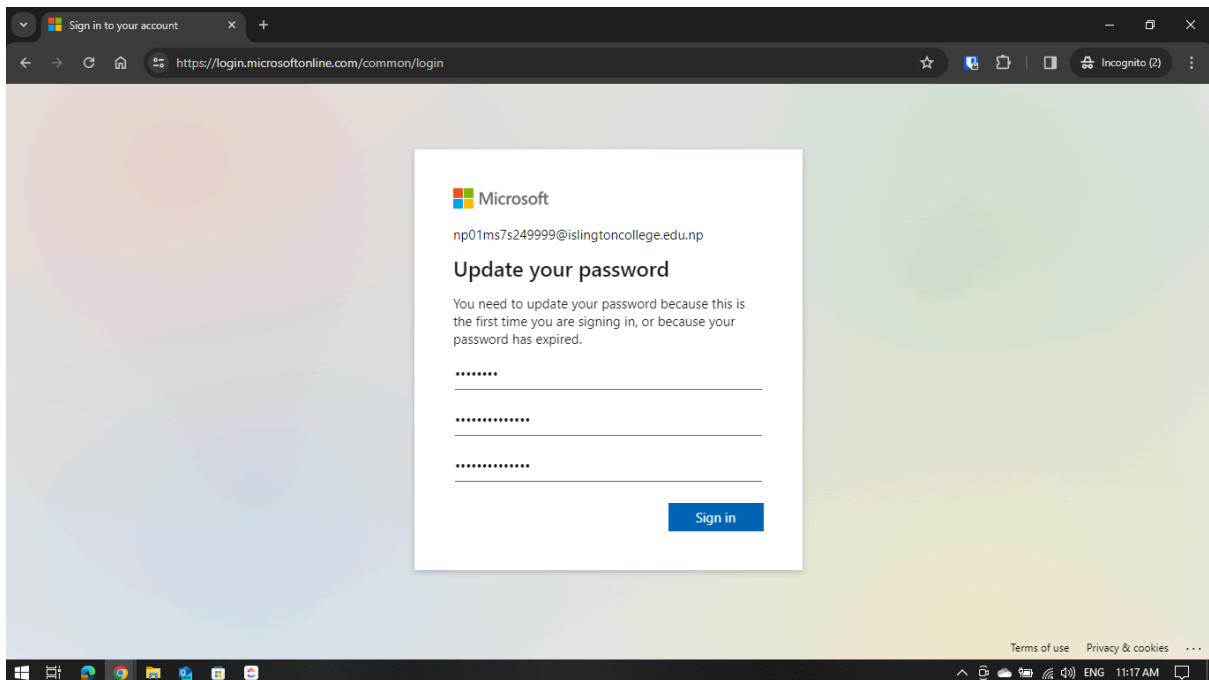Click on Sign in and enter the email address provided to you

Step 3:
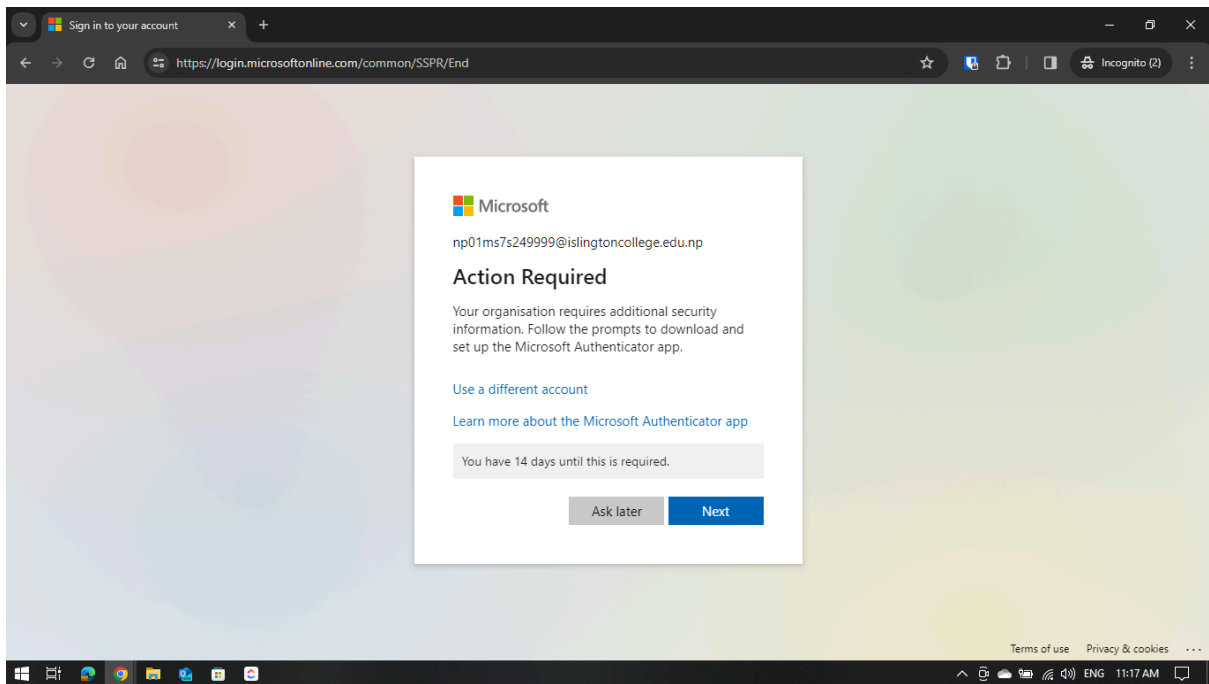
Click on next and then type in the password provided

Step 4:

Since it is your first time, you will be prompted to change your password

Step 5:

You will be prompted to enable multi-factor authentication, then click Next
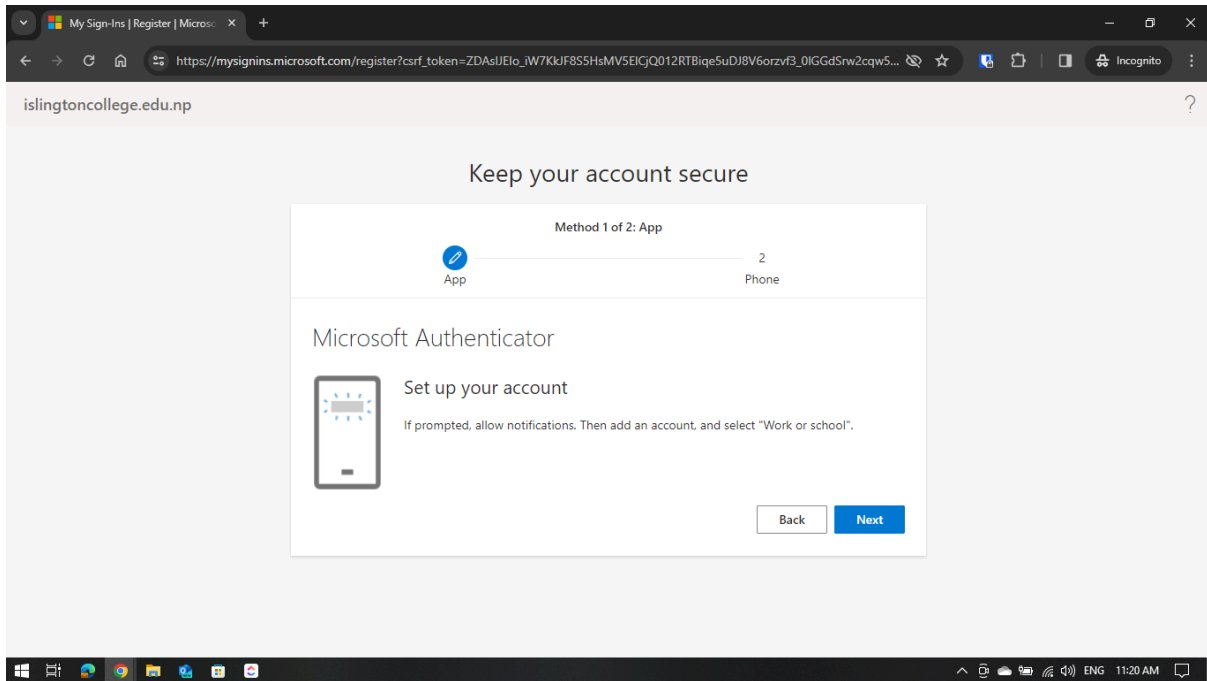

Step 6:

You have the option to set up **Multi-factor Authentication** through the **Microsoft Authenticator App** or a different authenticator app like **Google Authenticator**. Continue scrolling down if you want to set up multi-factor authentication through Microsoft Authenticator, if you want to set-up using a different authenticator app click go to **Step 11**.
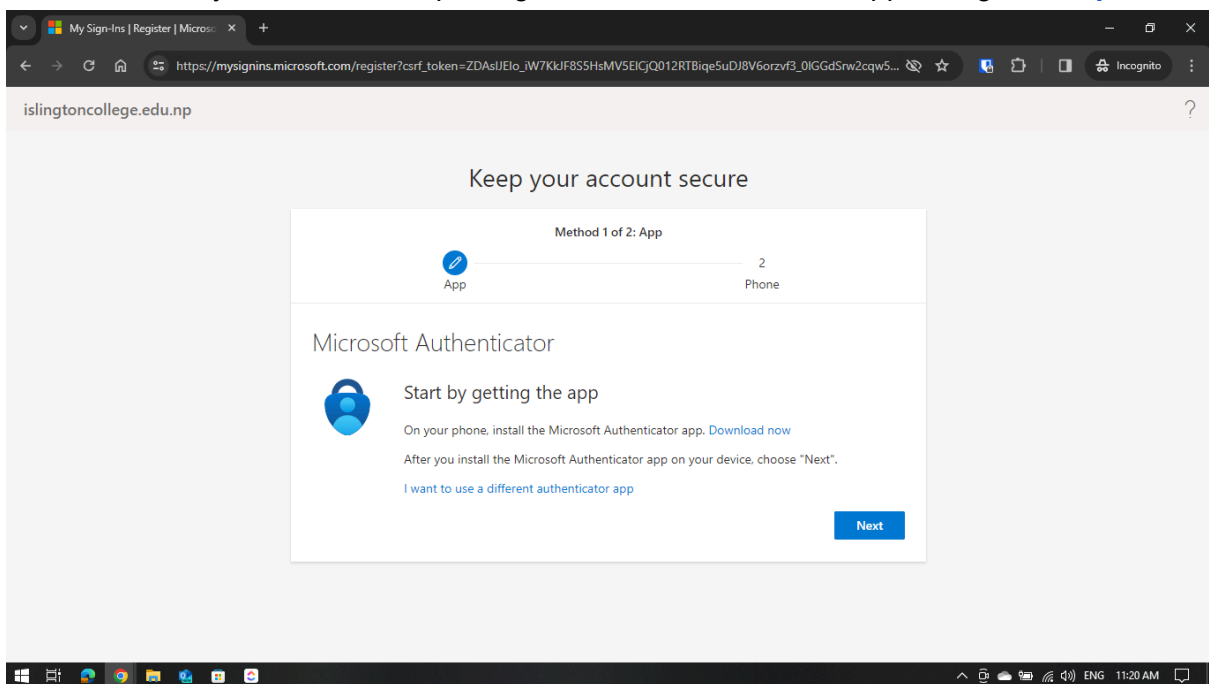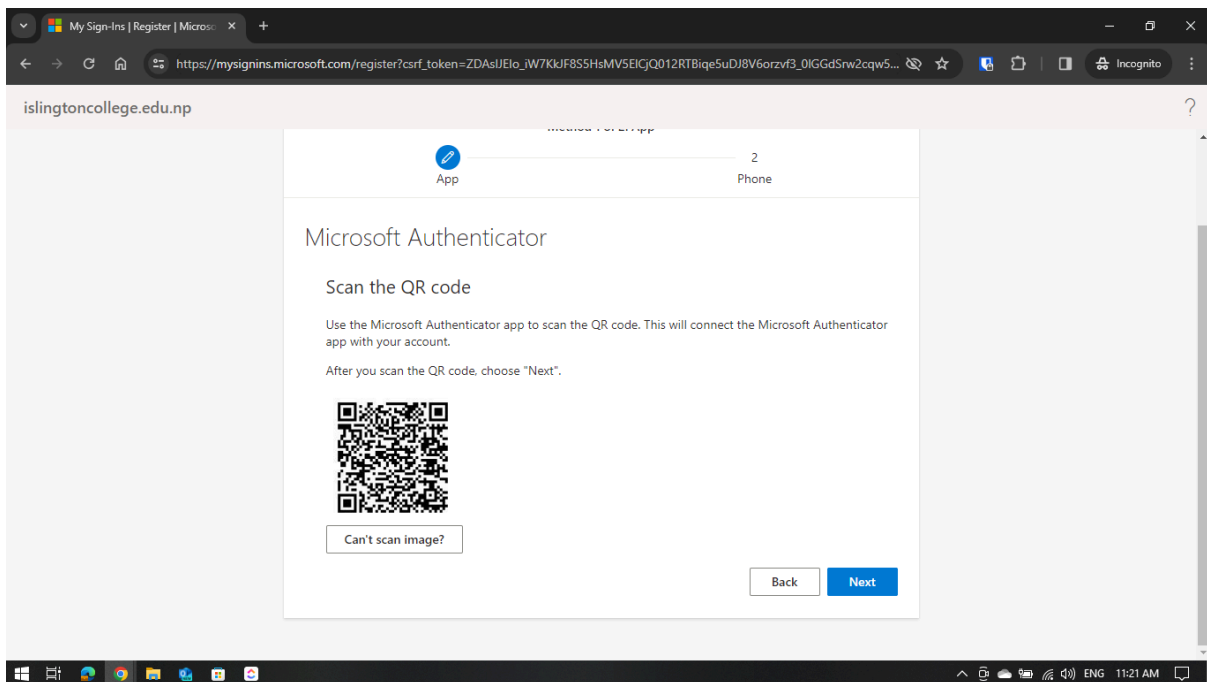
Step 7:

If you do not have **Microsoft Authenticator App** installed on your phone **please install the app onto your phone** and then Click on Next.
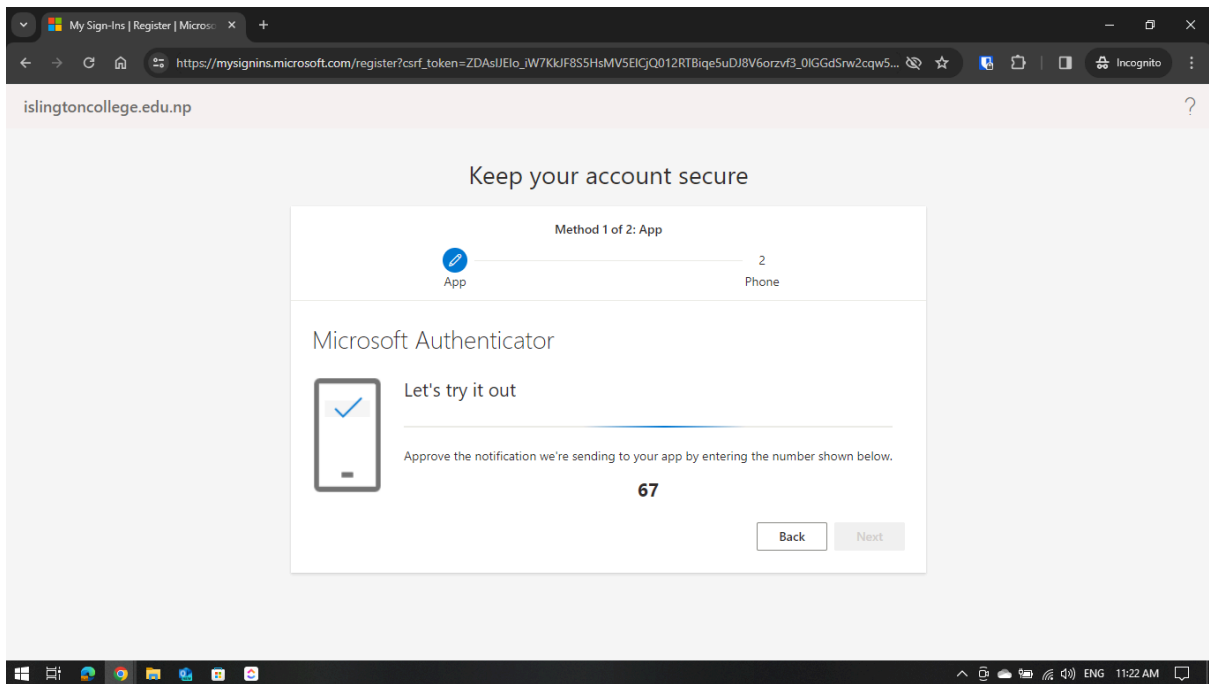

Step 8:

Open the app, in the app you have the option to **Scan a QR Code** select it and then scan the QR Code and click on Next
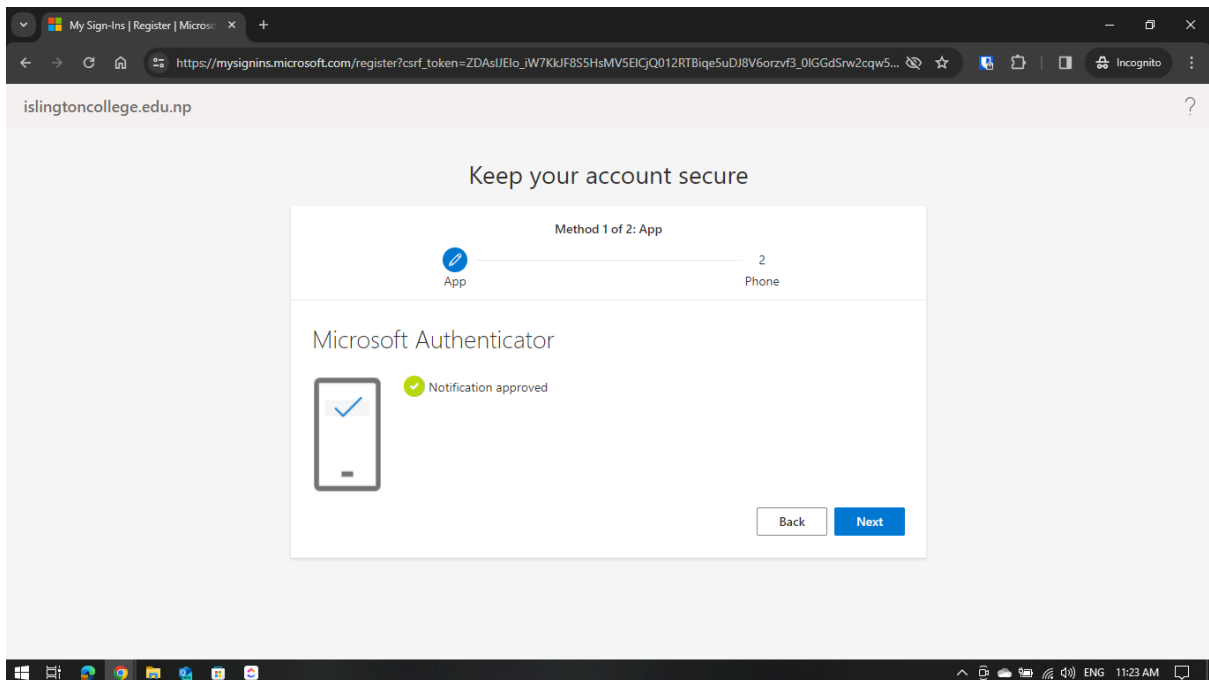
Step 9:

Enter the number shown in the next page on your app, after that click on Next

Step 10:

You have successfully set-up multi-factor authentication using the Microsoft Authenticator app. Click on Next.

Please go to Step 15 if you have **already set-up multi-factor authentication** using the steps above.

Step 11: Click on **"I want to use a different authenticator app"** like **Google Authenticator.**

Step 12: In the screen click on Next
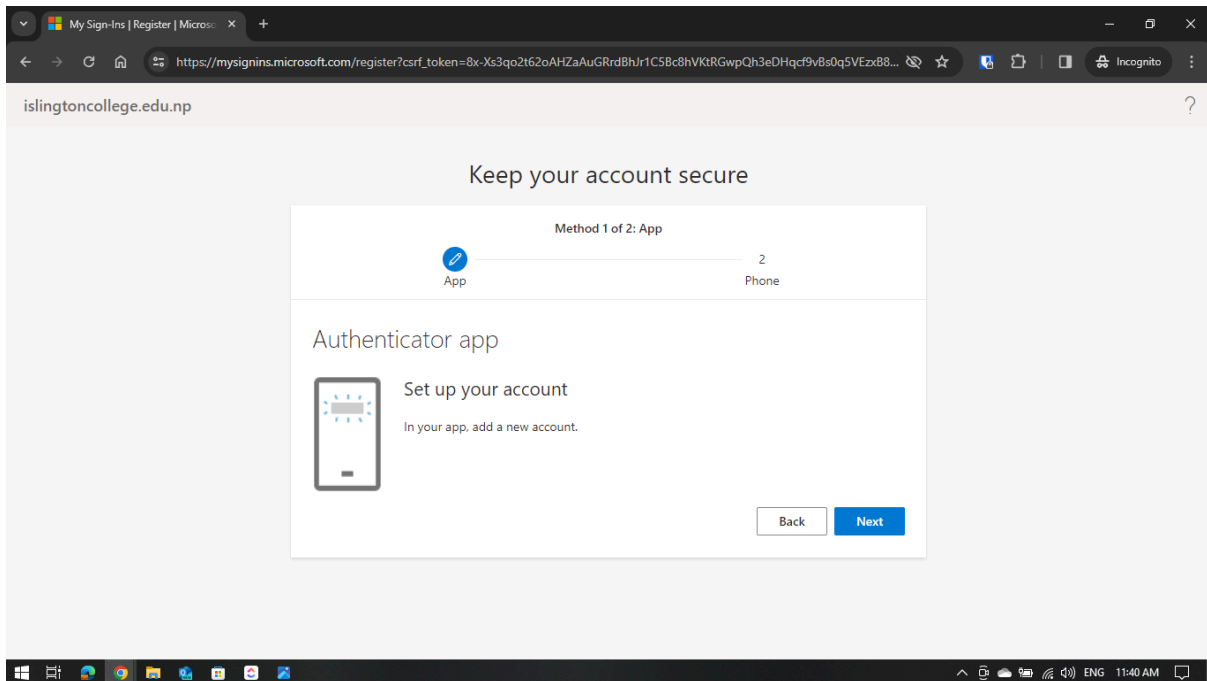
Step 13:

Open the authenticator app in your phone and scan the QR Code and the click on 'Next'
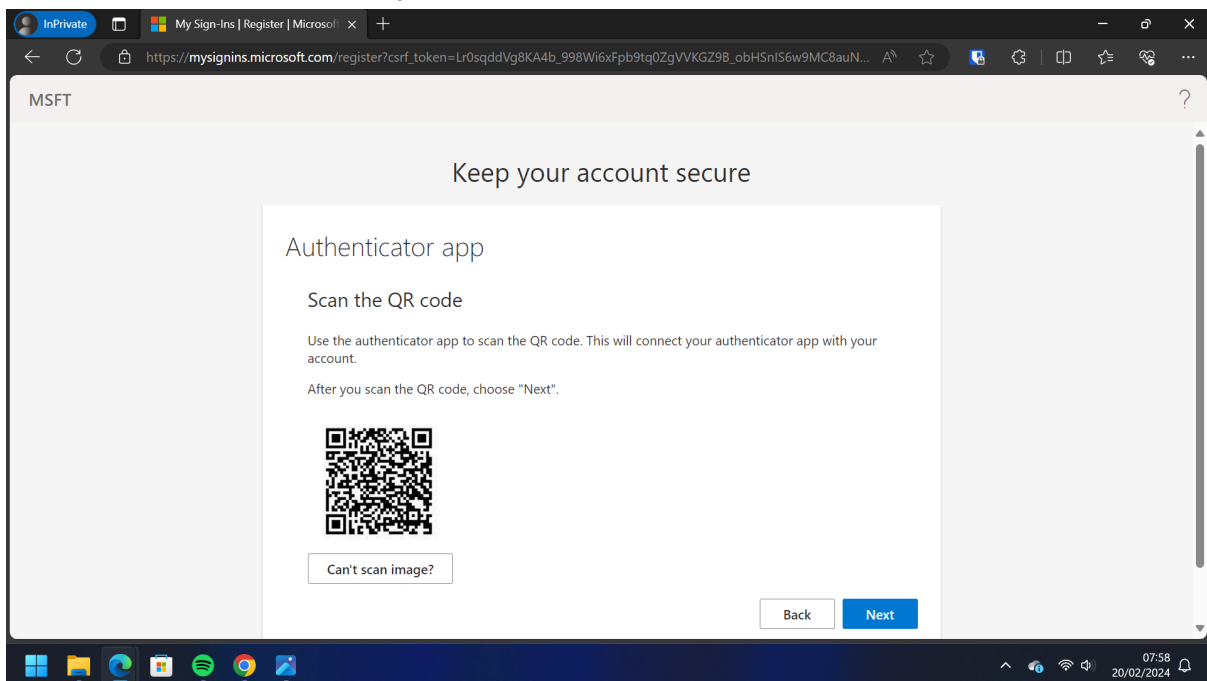
Step 14:

Enter the **6 digit code** shown in the Authenticator app and select next
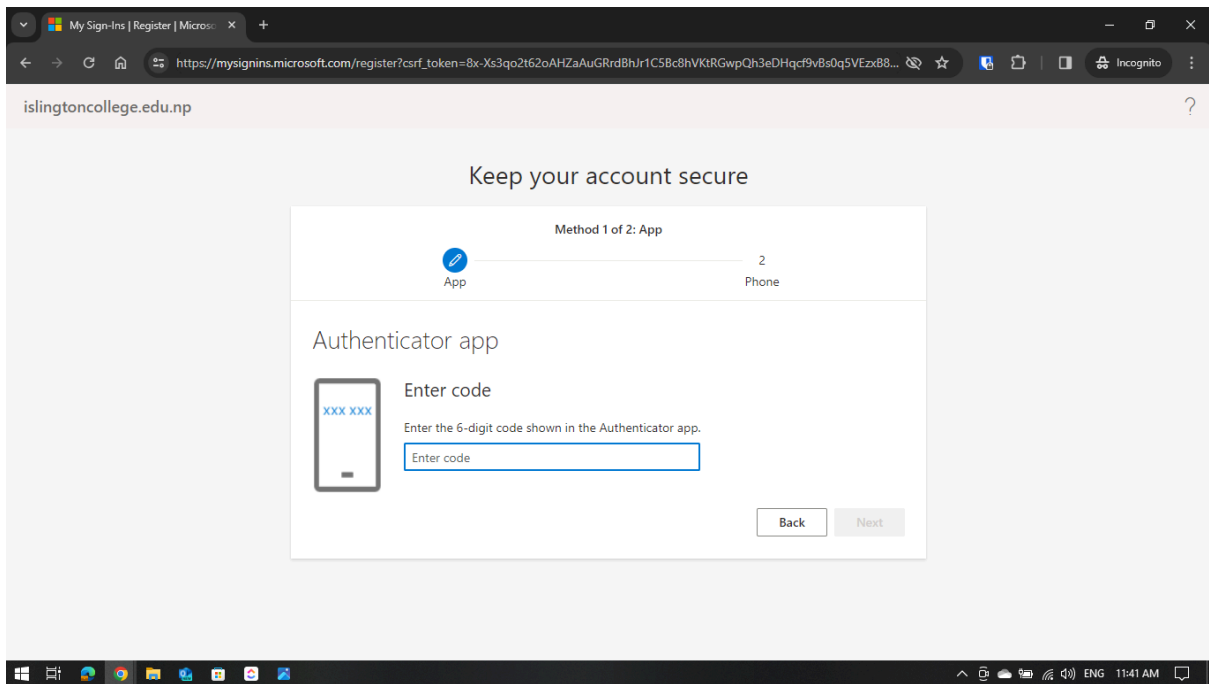
Step 15:

Now you need to add your phone number. Change the country to **Nepal** and enter your **phone number**. You have two options to either select "Receive a code through SMS" or "Phone Call". Select one and complete the authentication then click on **Next.**
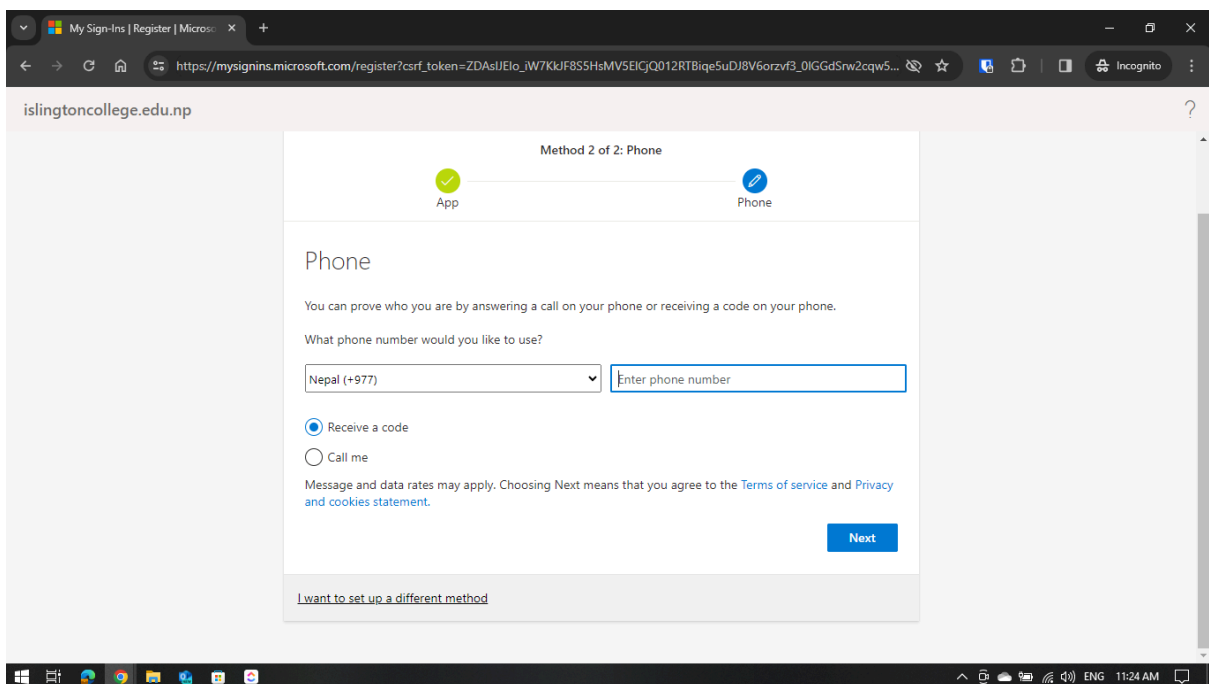
Step 16:

Enter the **6 digit code** you get on your phone and click on Next.
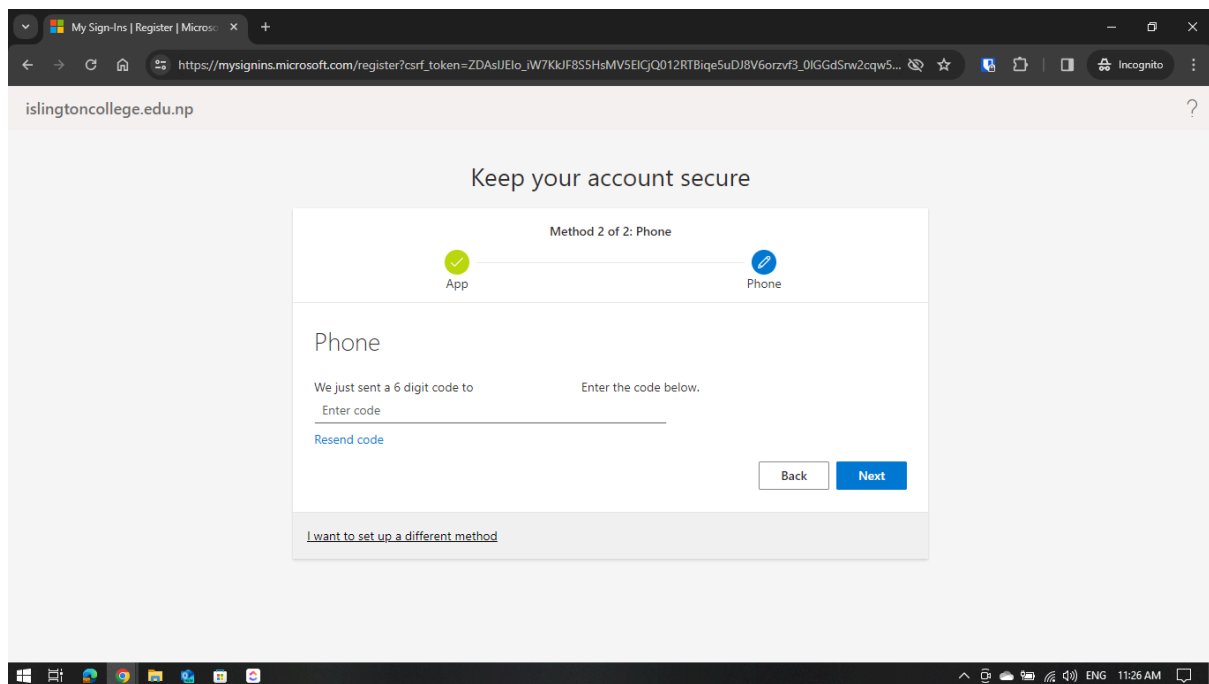
Step 17:

You have successfully verified your phone number.
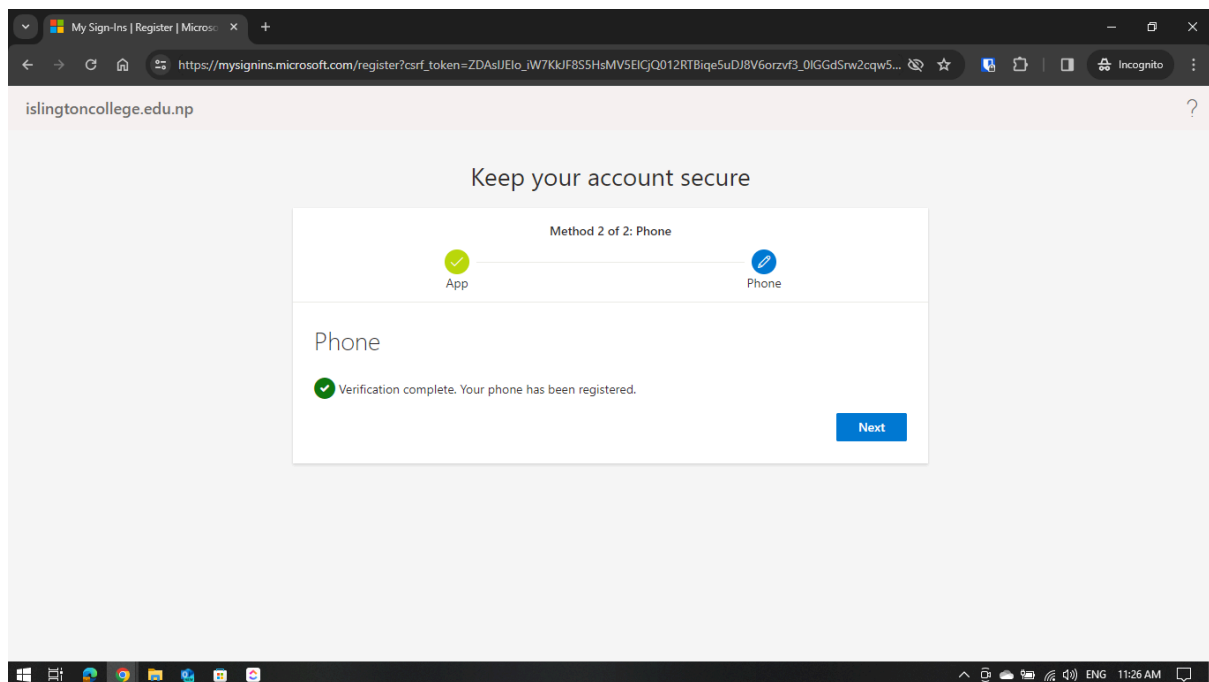
Step 18:

You will see the following screen, Click on Done.
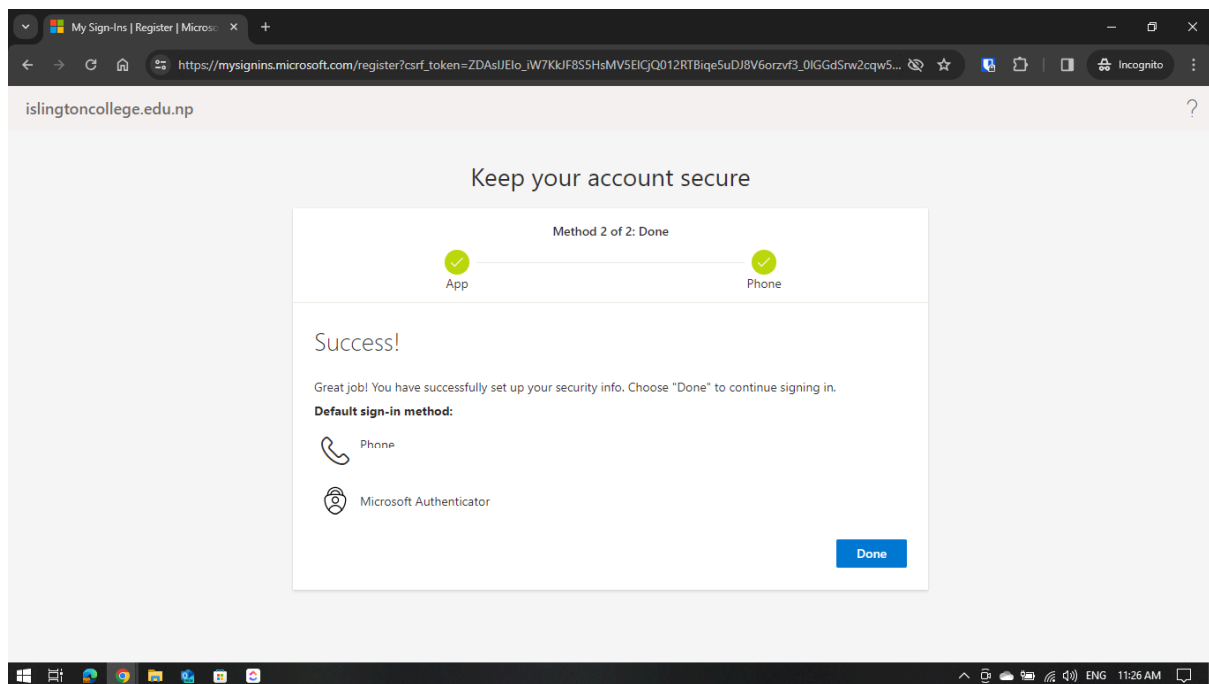
Step 19:

You will now be prompted to either stay signed in or not. Click on your preference and then you will be taken to your **Inbox**.

For Android Phone

android

Step 1:

Go to the **GMAIL** App on your phone.

Step 2:

Click on **Add another account** & choose **Exchange and Office 365**
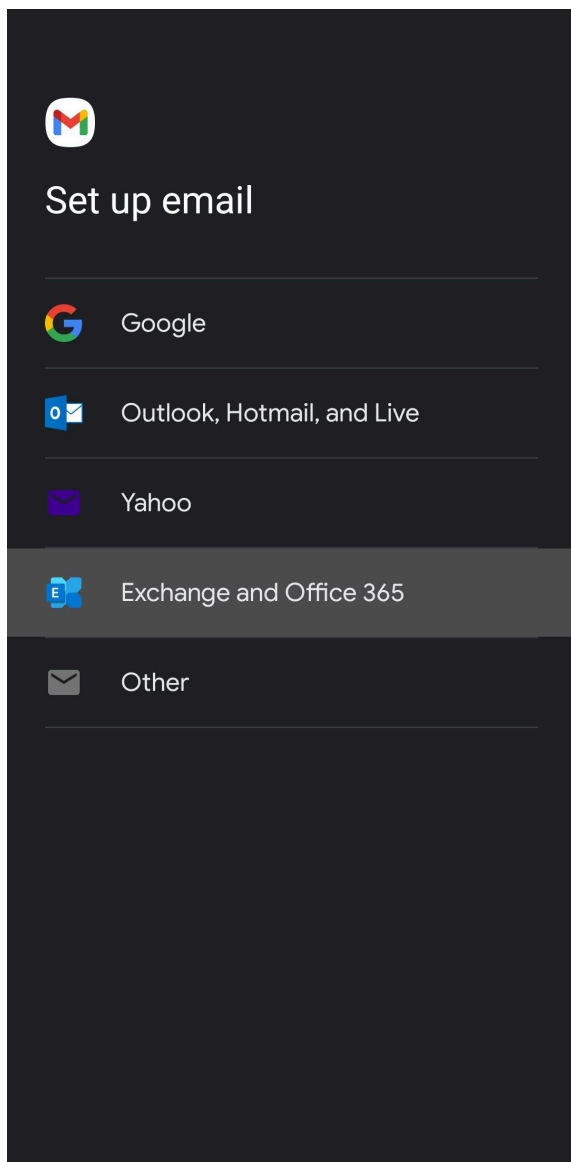
Step 3:

You will be redirected to the login page. Enter your **login credentials**.

Step 4:
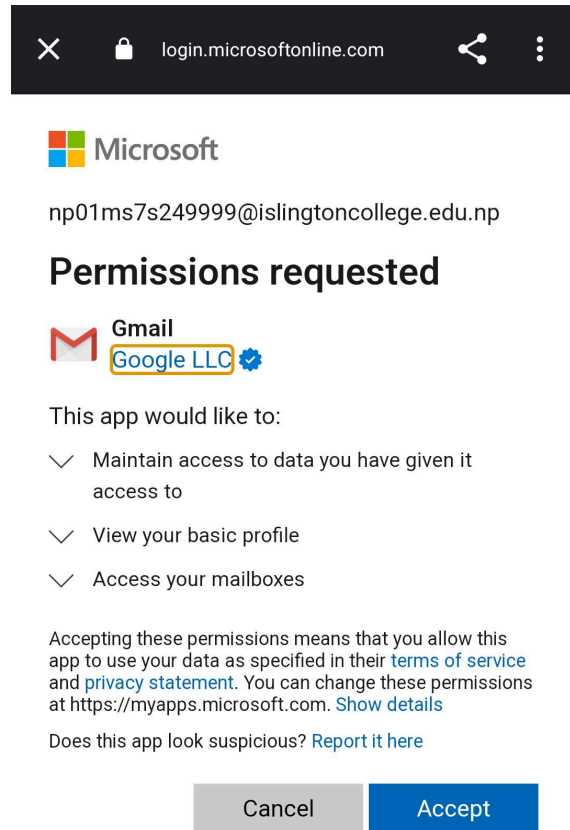
You will need to **update your password**.

login.microsoftonline.com

Microsoft

np01ms7s249999@islingtoncollege.edu.np

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

Back   Sign in

Terms of use   Privacy & cookies   · · ·
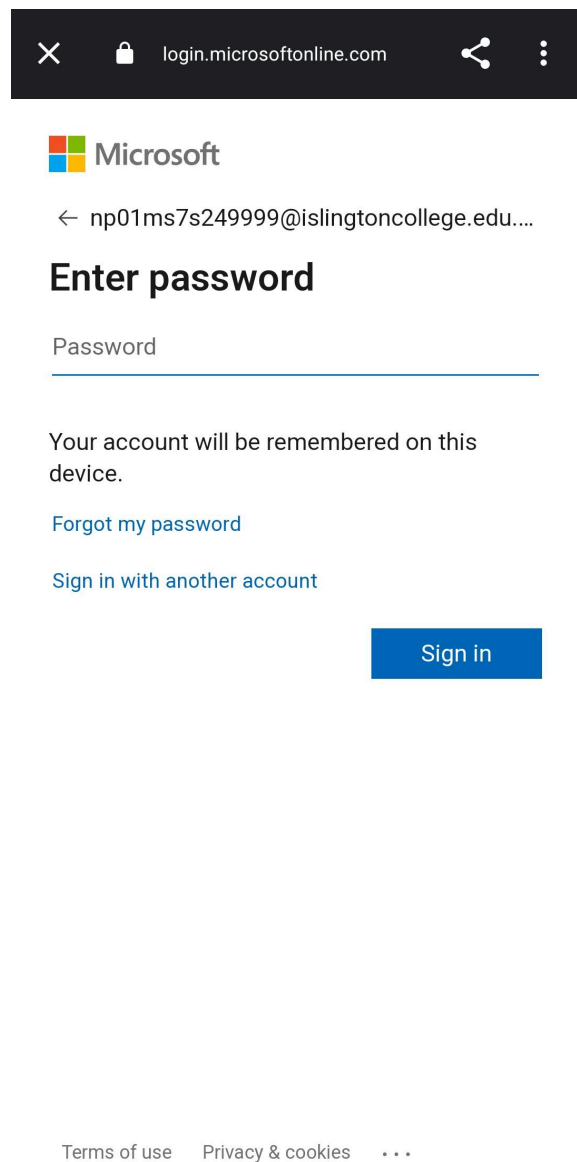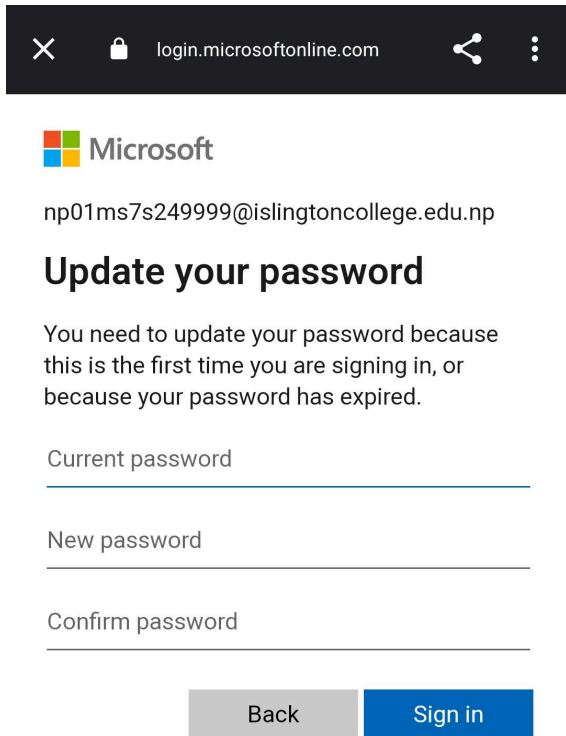
Step 5:

Accept the **required permissions**.

login.microsoftonline.com

Microsoft

np01ms7s249999@islingtoncollege.edu.np

Permissions requested

Gmail
Google LLC

This app would like to:

∨   Maintain access to data you have given it access to

∨   View your basic profile

∨   Access your mailboxes

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can change these permissions at https://myapps.microsoft.com. Show details

Does this app look suspicious? Report it here

Cancel   Accept

Terms of use   Privacy & cookies   · · ·

Step 6:

If you are logging in for the first time using your phone then you will be asked to enable **Multi-factor Authentication** through the **Microsoft Authenticator App.** Incase of using a different authenticator app like **Google Authenticator**. Follow the tutorial from **Step 13.**

Click **Next.**
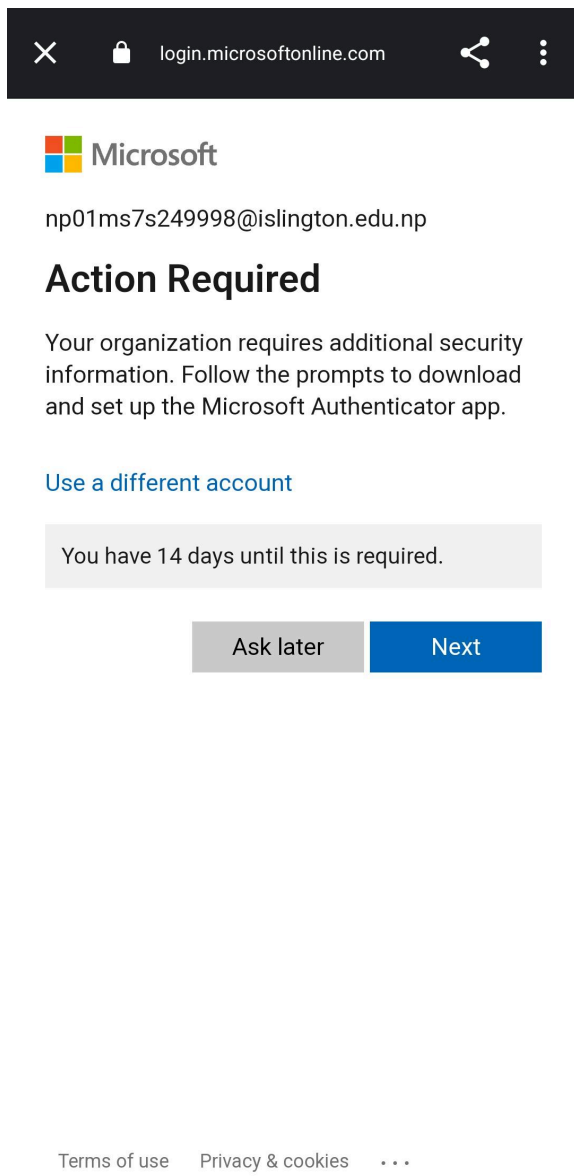
Step 7:

Make sure to download the **Microsoft Authenticator App** from the **Play Store.** After successful installation, Click **Next**

---

login.microsoftonline.com

Microsoft

np01ms7s249998@islington.edu.np

Action Required

Your organization requires additional security information. Follow the prompts to download and set up the Microsoft Authenticator app.

Use a different account

You have 14 days until this is required.

Ask later   Next

Terms of use   Privacy & cookies   • • •

---

mysignins.microsoft.com

islingtoncollege.edu.np   ?

Keep your account secure

Method 1 of 2: App

✏️ ──────────── 2

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

Step 8:

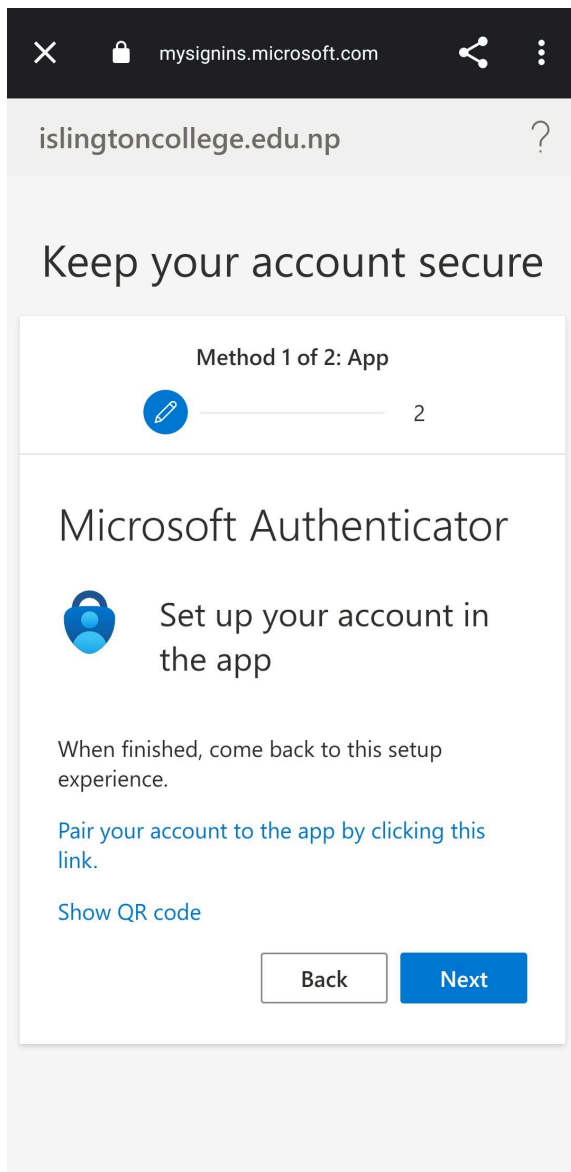Click on **"Pair your account to the app by clicking this link."** It will redirect to the Microsoft Authenticator app.
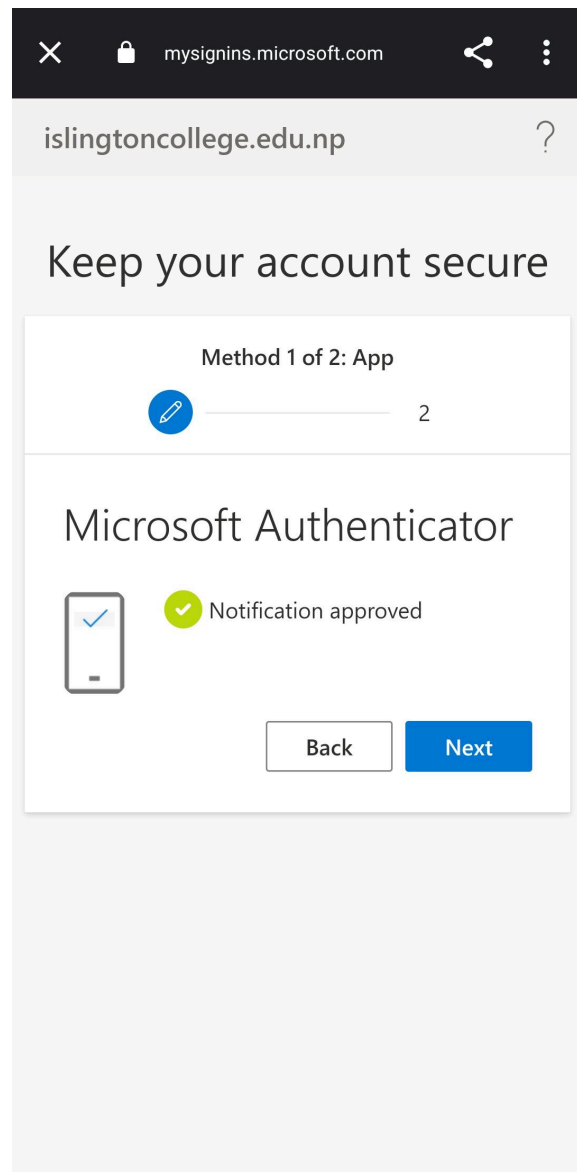
After completing the authentication process,

Click **Next.**

Step 9:

Click **Next.**

Step 10:

Now you need to add your phone number. Change the country to **Nepal** and enter your **phone number**. You have two options to either select "Receive a code through SMS" or "Phone Call". Select one and complete the authentication then click on **Next.**

Step 11:
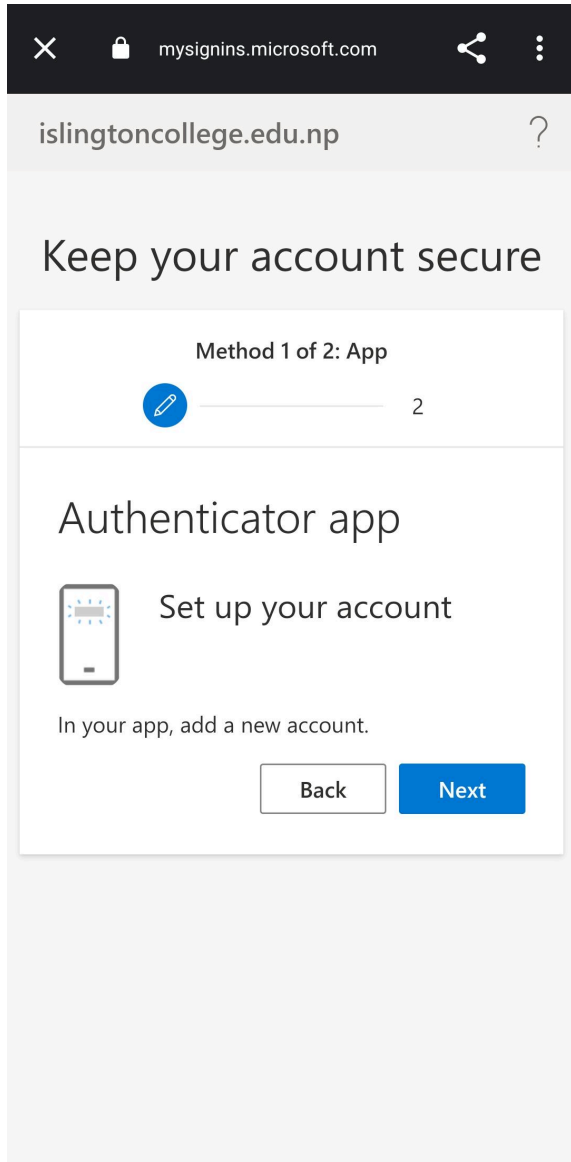Wait until the processing is done.
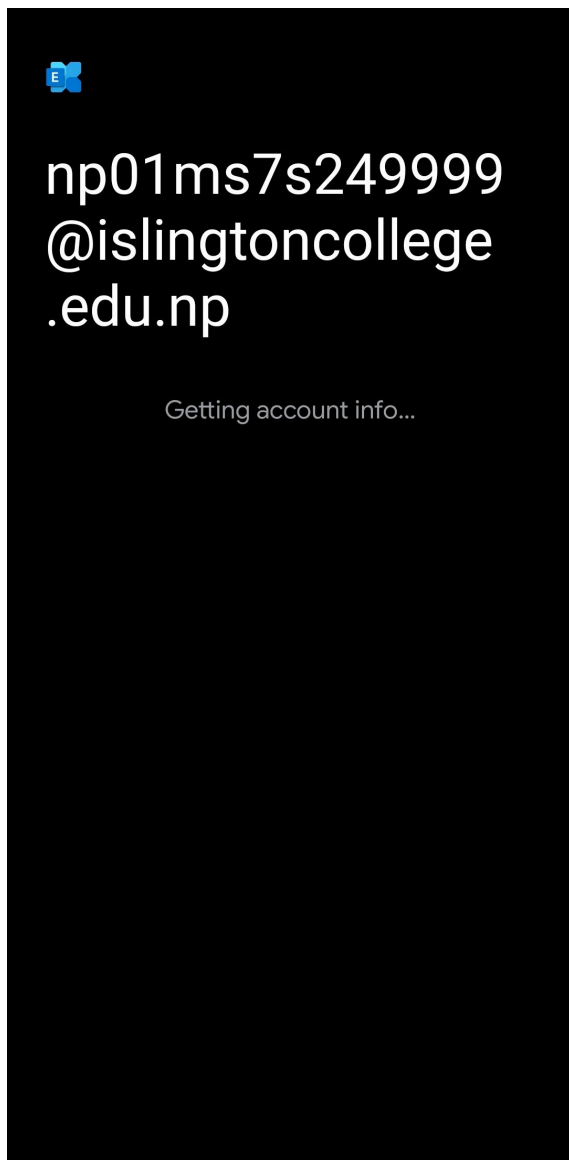
Step 12:
Your account is **ready to go!**

np01ms7s249999
@islingtoncollege
.edu.np

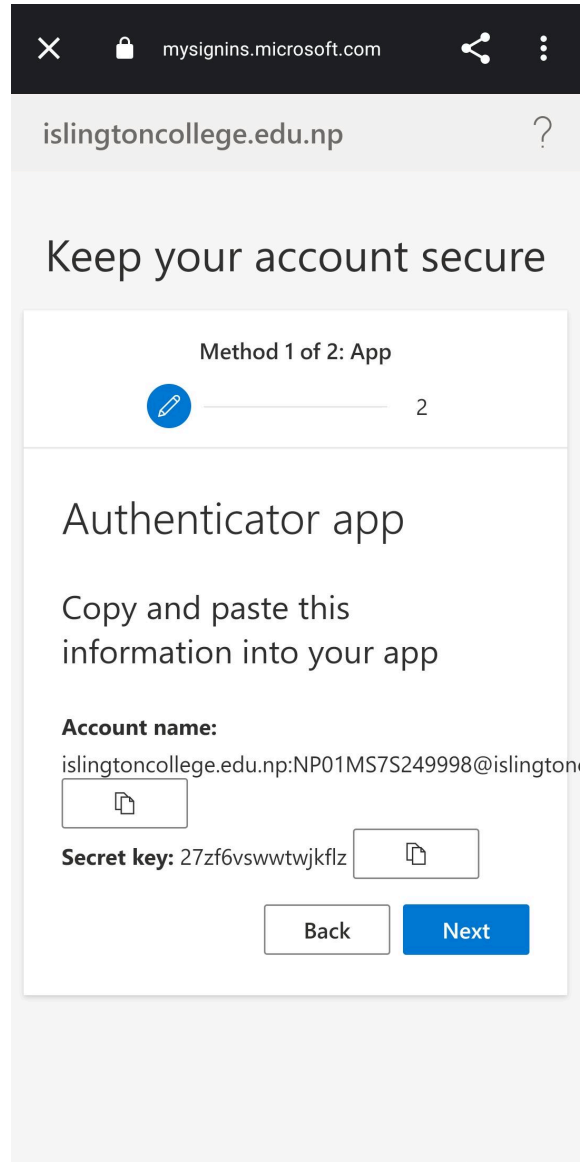Getting account info...

Your account is
ready to go!

Done

Step 13:

If you skipped the **Microsoft Authenticator** app and instead using **Google Authenticator**, Follow the following steps.
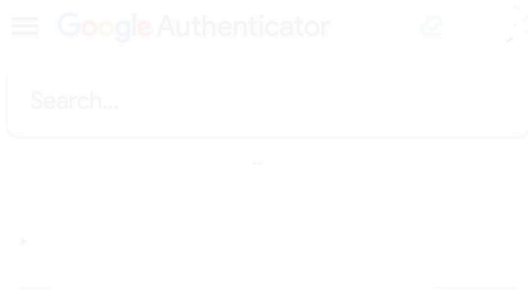
Step 14:

Now **copy these and paste** it into the **Google Authenticator** app.

✕ 🔒 mysignins.microsoft.com ⤴ ⋮	✕ 🔒 mysignins.microsoft.com ⤴ ⋮
islingtoncollege.edu.np ?	islingtoncollege.edu.np ?

Keep your account secure

Method 1 of 2: App

✏️ ——————— 2

Authenticator app

🔲   Set up your account

In your app, add a new account.

Back   Next

Keep your account secure

Method 1 of 2: App

✏️ ——————— 2

Authenticator app

Copy and paste this information into your app

Account name:
islingtoncollege.edu.np:NP01MS7S249998@islington
📋

Secret key: 27zf6vswwtwjkflz   📋

Back   Next

Step 15:

In the **Google Authenticator** app**,**
Click + and select **"Enter a setup key".**

Google Authenticator

Search...

Scan a QR code

Enter a setup key

Step 16:

Now **paste** the copied information here.

Enter account details

Account name

Your key

Time based ▼   Add

Step 17:
Wait until the processing is done.

np01ms7s249999
@islingtoncollege
.edu.np

Getting account info...
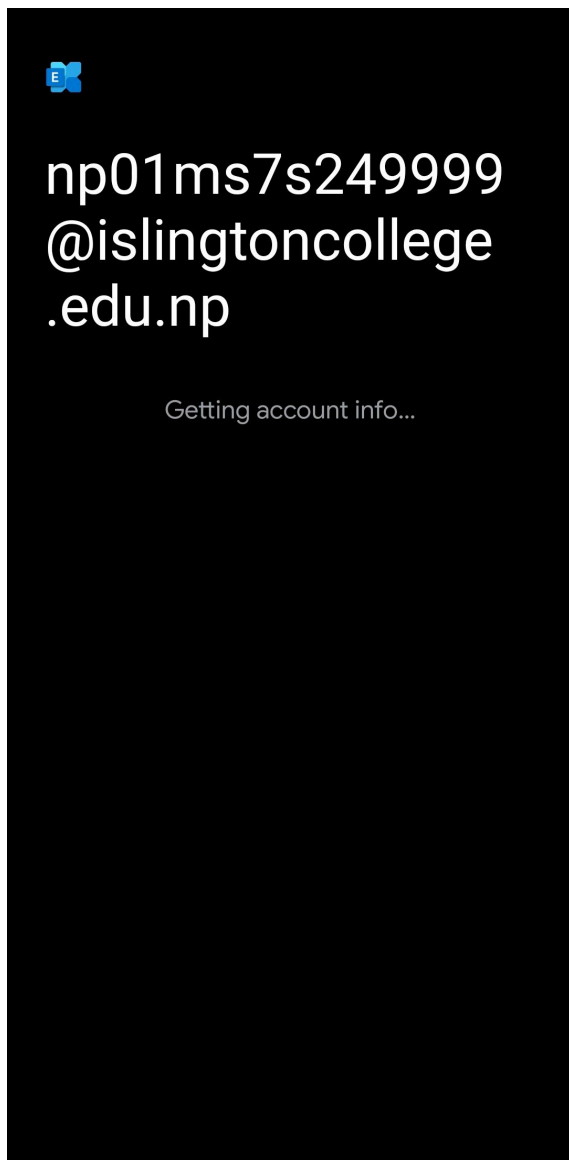
Step 18:
Your account is **ready to go!**
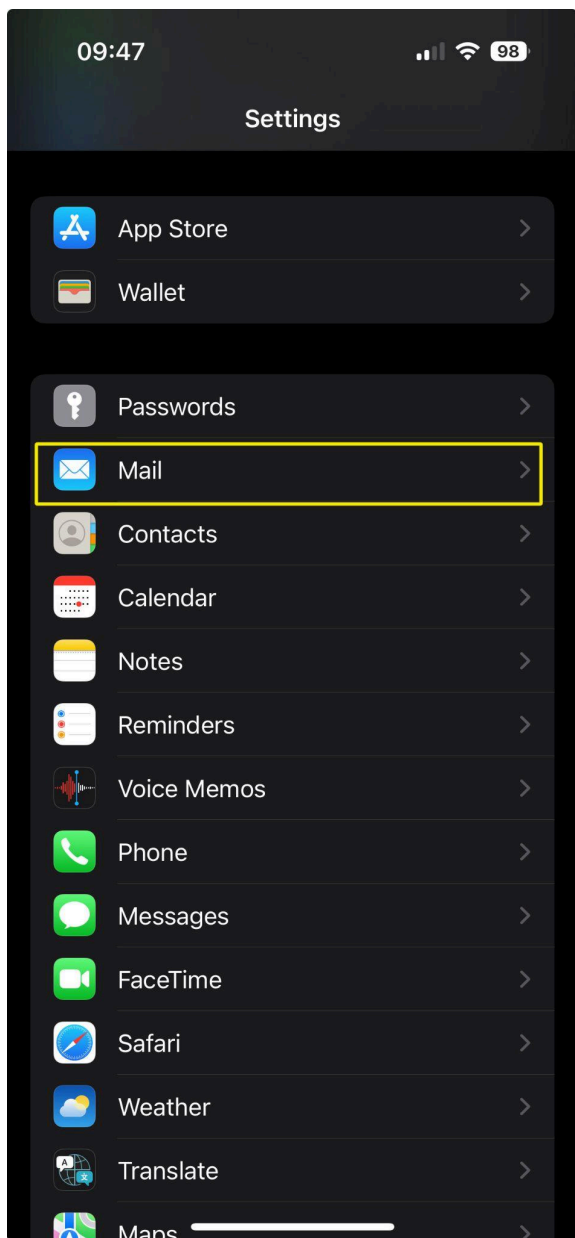
Your account is
ready to go!
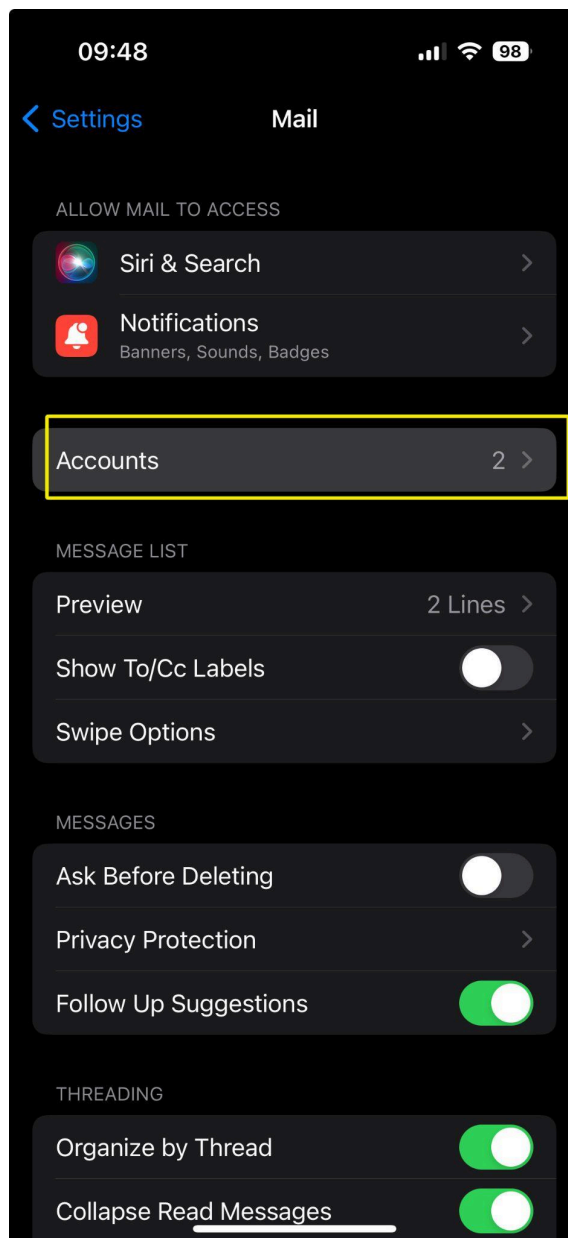
Done

For iPhone

Step 1:

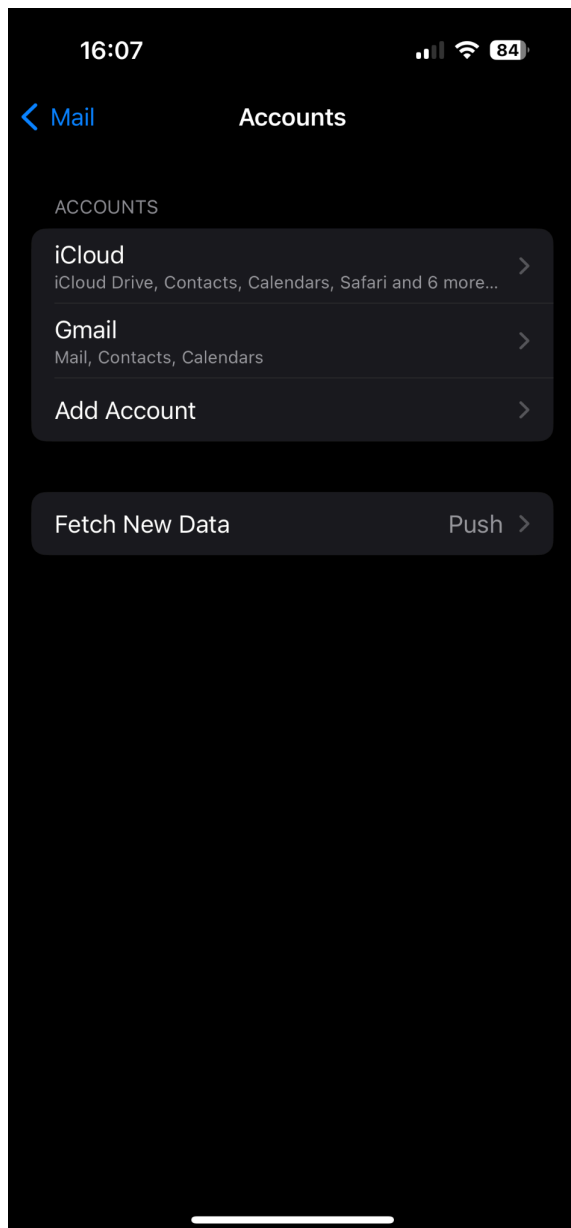Go to the **Settings app** on iPhone.
Find and click on **Mail**.

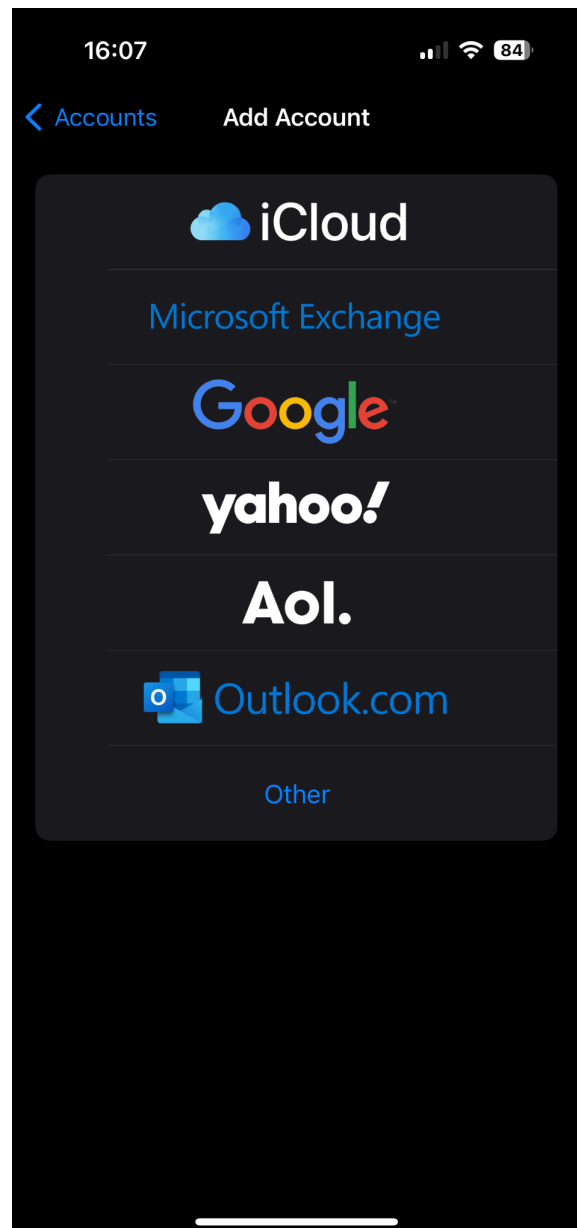**Step 2:**

Click on **Accounts** to add a new account.

Step 3:

Click on **Add Account.**

Step 4:
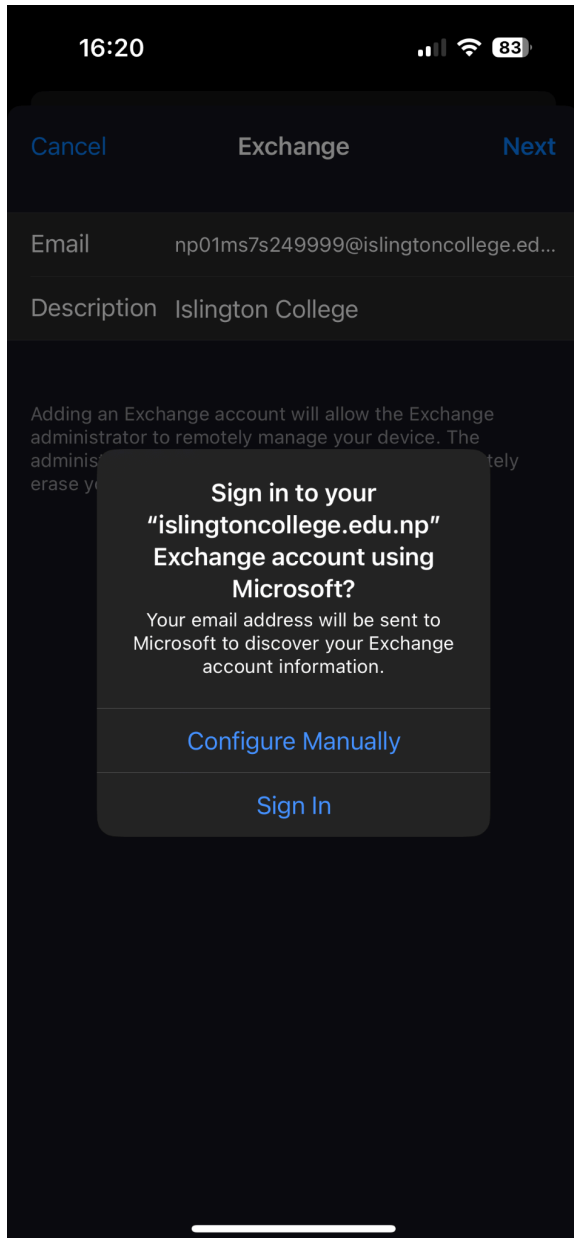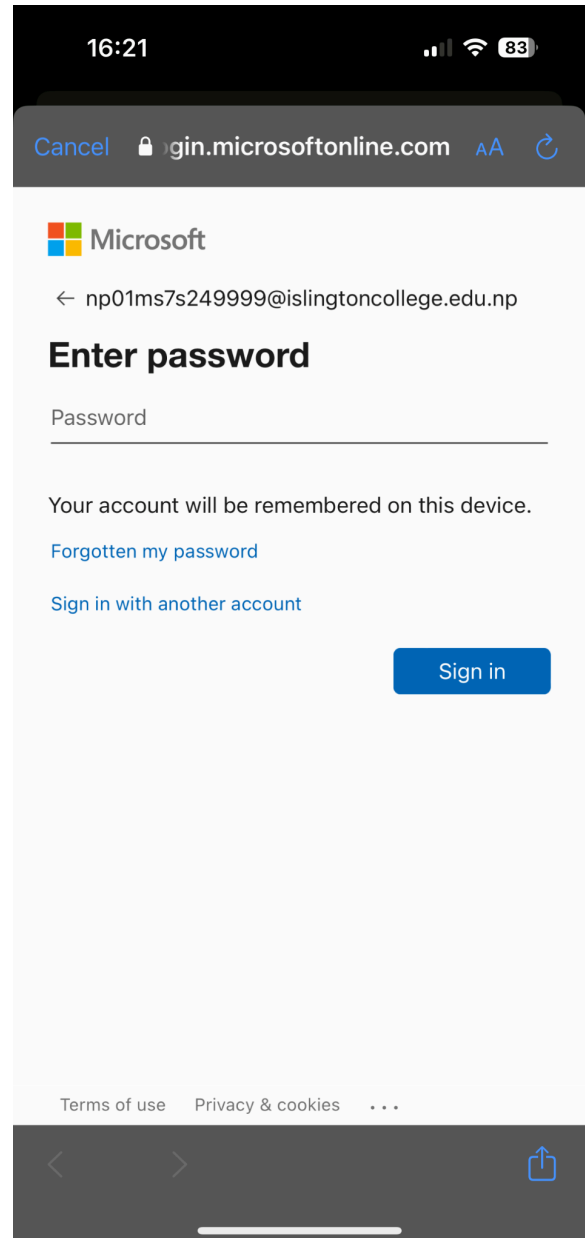
Choose **Microsoft Exchange**.

Step 5:

Enter the provided **college email address**.
Enter the description i.e. **Islington College**
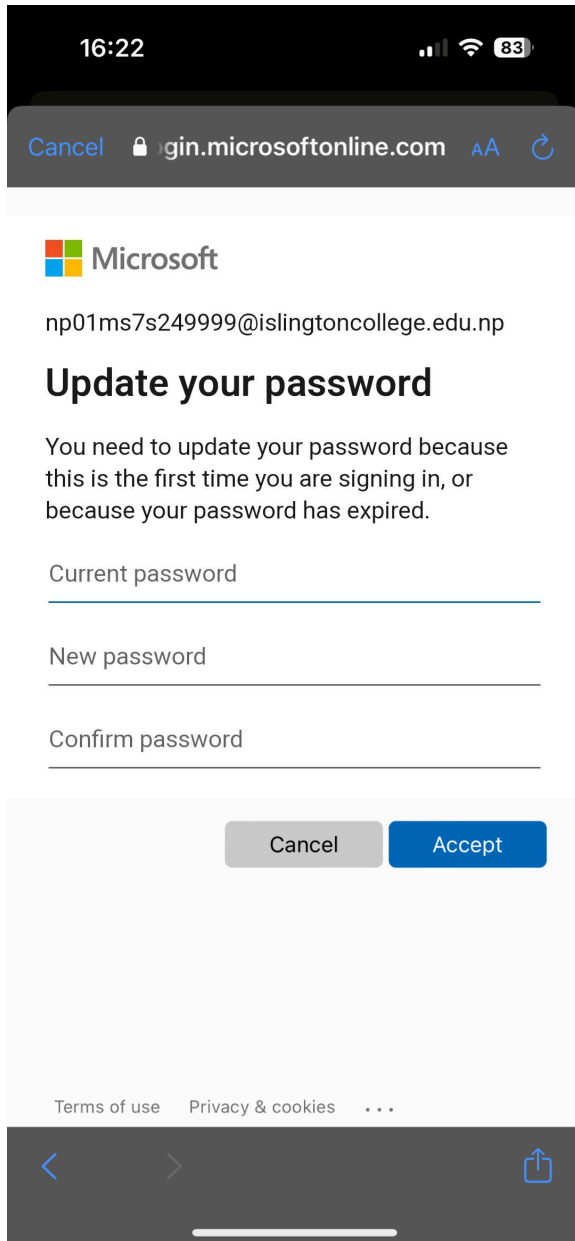Click on **Sign In.**
Do not choose Configure Manually

Step 6:

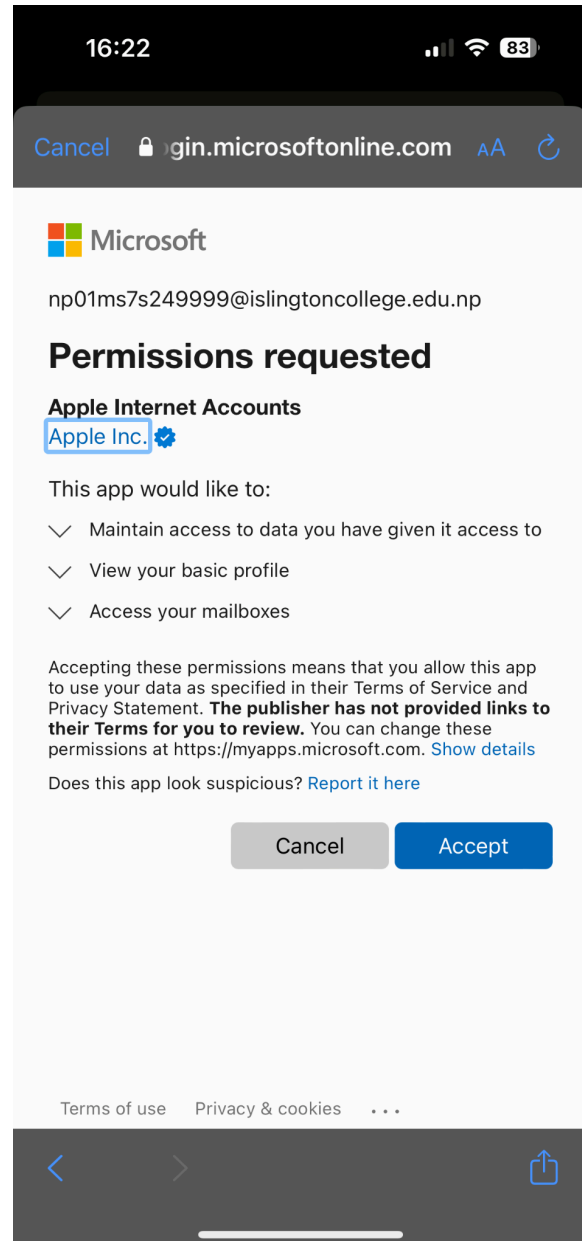You will be redirected to the login page.
Enter your **login credentials**.

Step 7:

You will need to **update your password**.
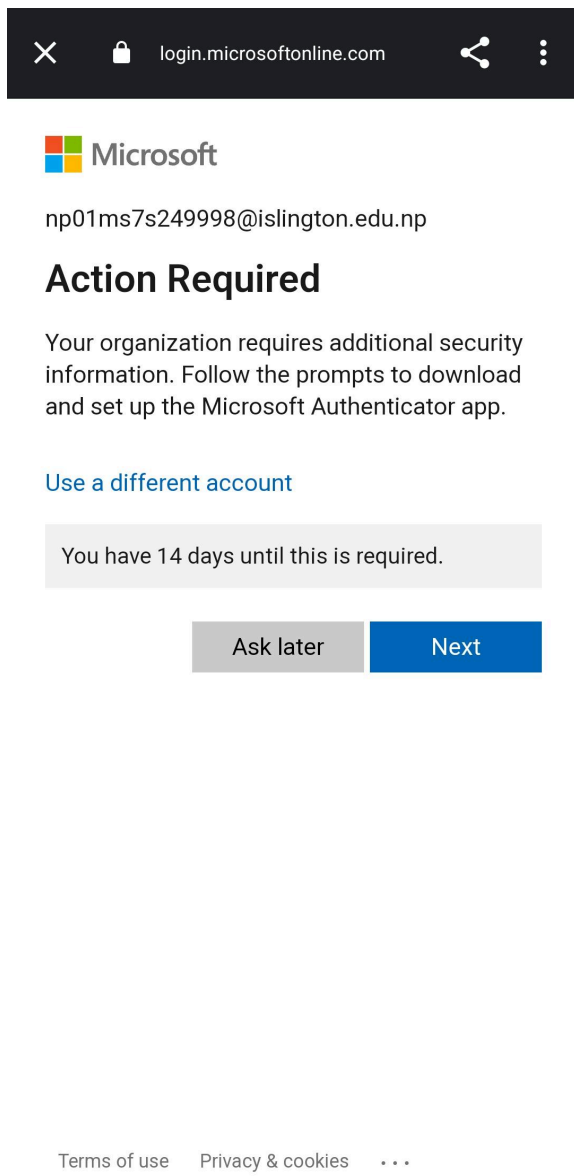

Step 8:
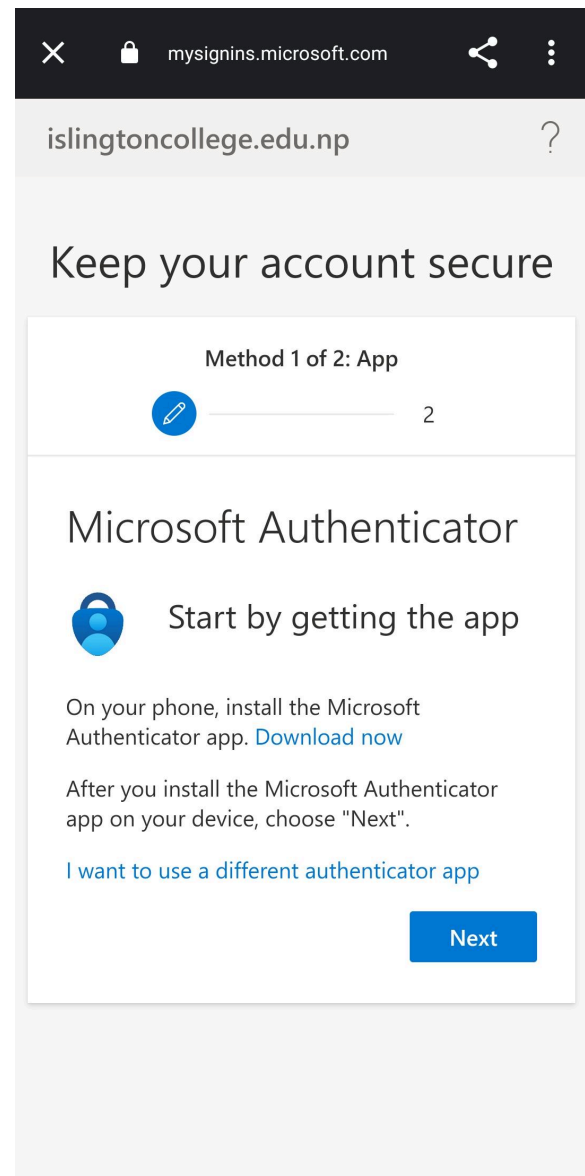
Accept the **required permissions**.

Step 9:

If you are logging in for the first time using your phone then you will be asked to enable **Multi-factor Authentication** through the **Microsoft Authenticator App.** Incase of using a different authenticator app like **Google Authenticator**. Follow the tutorial from **Step 15.**

Click **Next.**

Step 10:

Make sure to download the **Microsoft Authenticator App** from the **App Store.** After successful installation, Click **Next.**

---

login.microsoftonline.com

Microsoft

np01ms7s249998@islington.edu.np

Action Required

Your organization requires additional security information. Follow the prompts to download and set up the Microsoft Authenticator app.

Use a different account

You have 14 days until this is required.

Ask later   Next

Terms of use   Privacy & cookies   • • •

---

mysignins.microsoft.com

islingtoncollege.edu.np   ?

Keep your account secure

Method 1 of 2: App

🖊 ———————— 2

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".
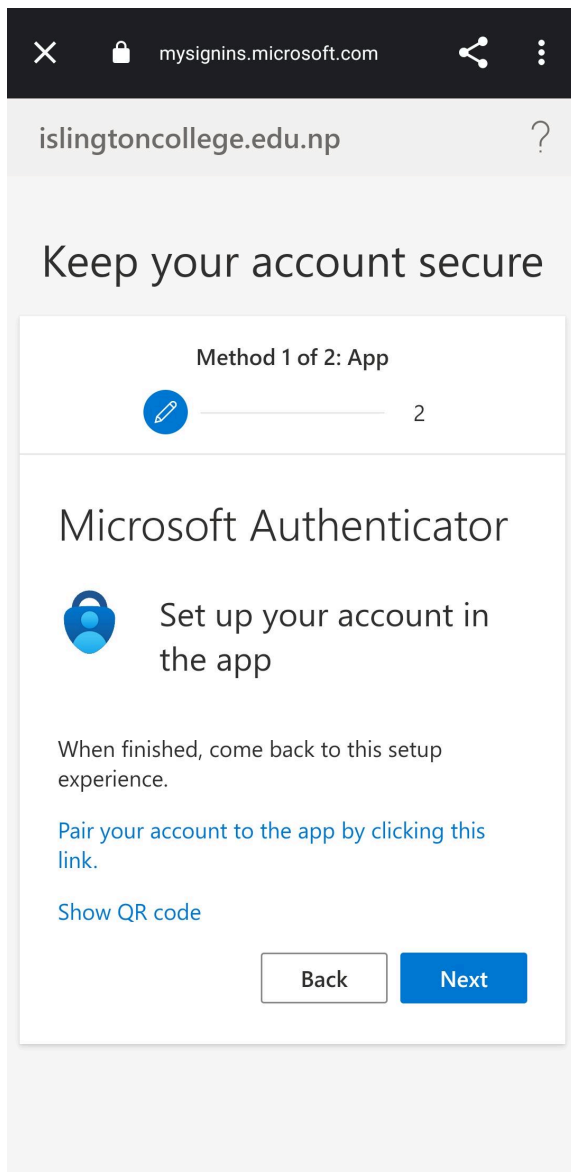
I want to use a different authenticator app

Next

Step 11:

Click on **"Pair your account to the app by clicking this link."** It will redirect to the Microsoft Authenticator app.
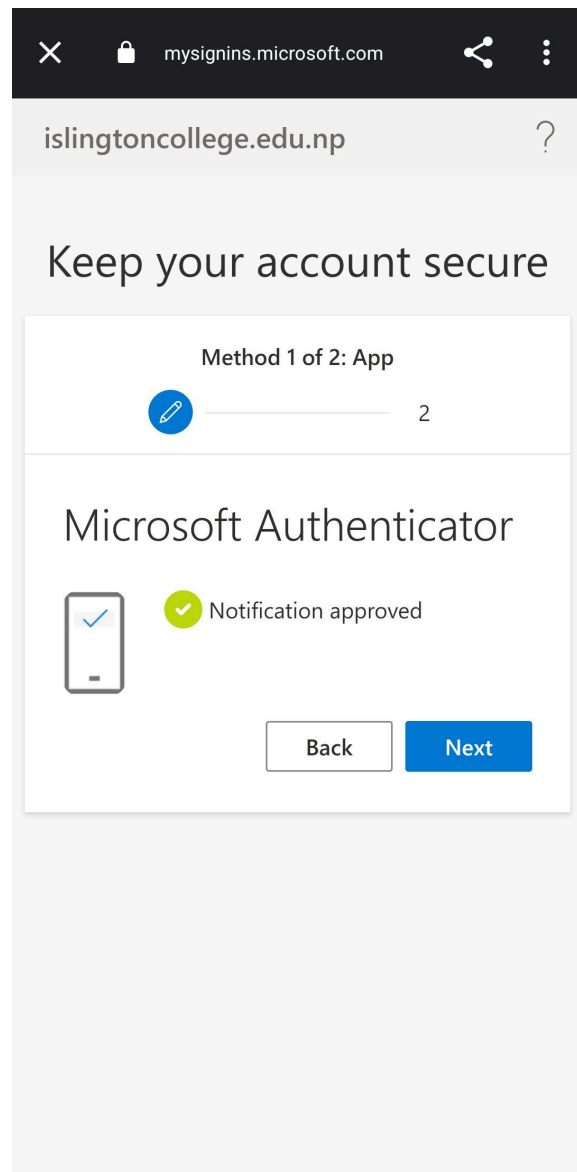
After completing the authentication process,
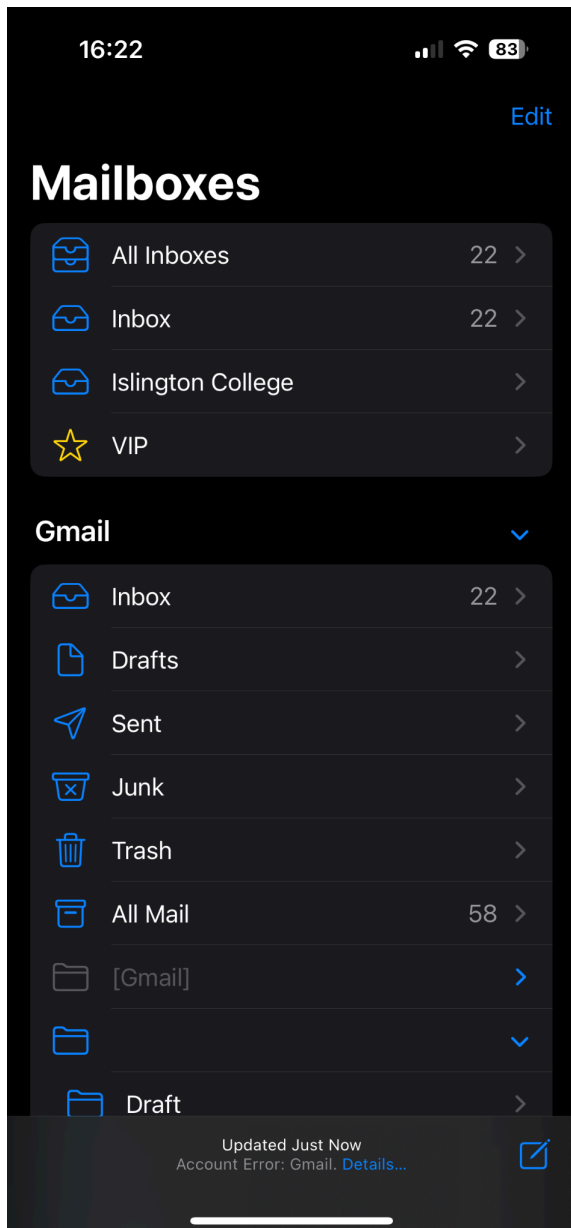
Click **Next.**

Step 12:

Click **Next.**

Step 13:

Now you need to add your phone number. Change the country to **Nepal** and enter your **phone number**. You have two options to either select **"Receive a code through SMS"** or **"Phone Call"**. Select one and complete the authentication then click on **Next.**
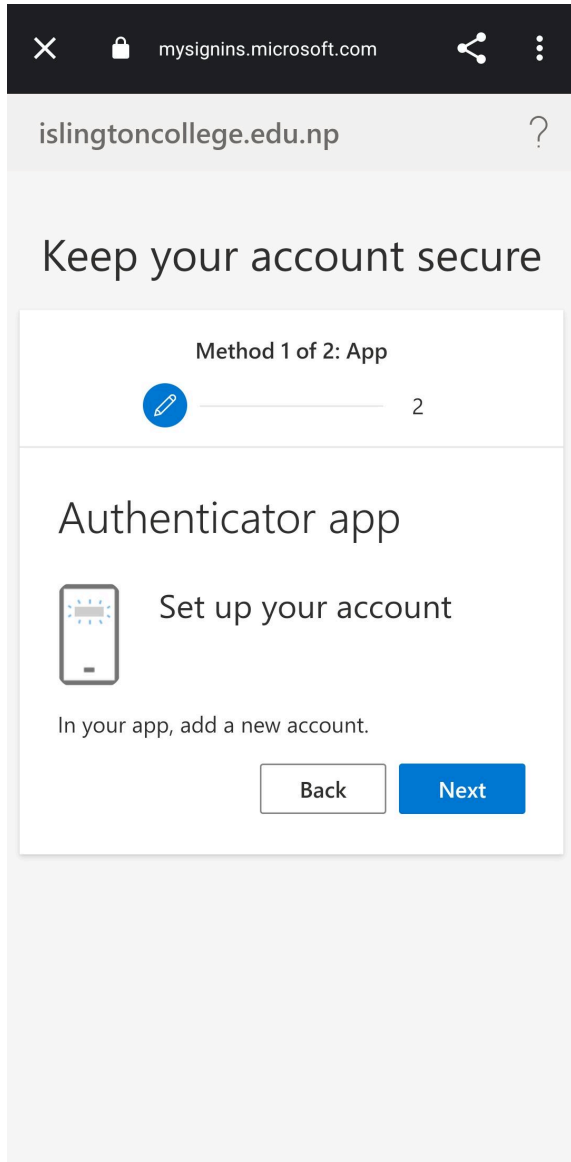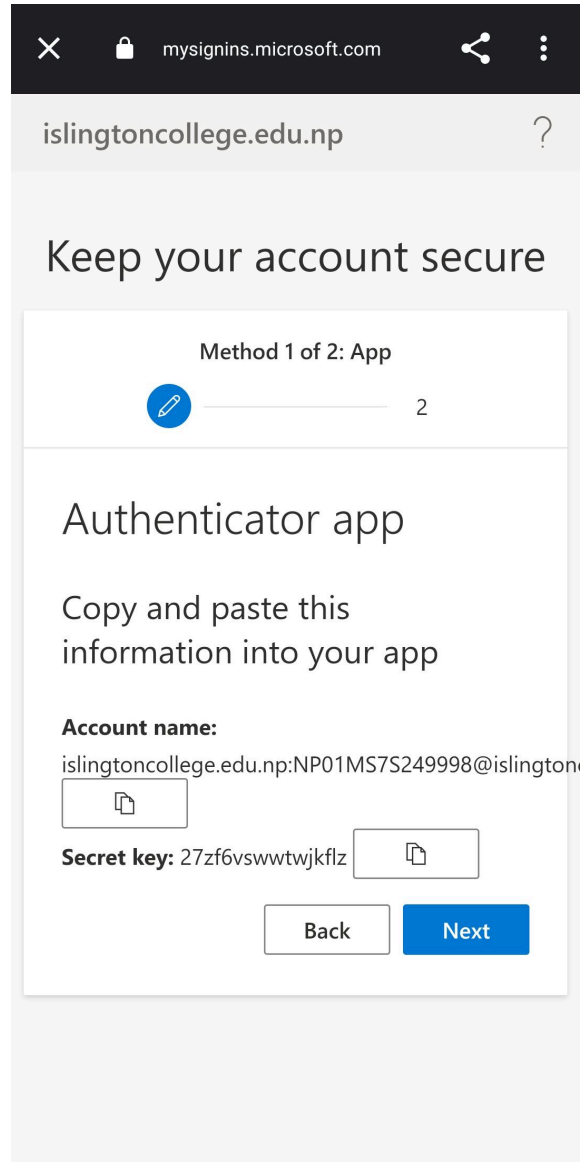
Step 14:

Your account is **ready to go!**

Step 15:

If you skipped the **Microsoft Authenticator** app and instead using **Google Authenticator**, Follow the following steps.
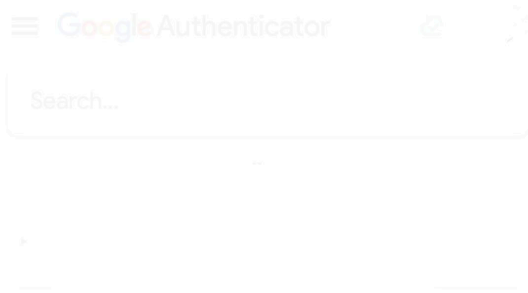
Step 16:

Now **copy these and paste** it into the **Google Authenticator** app.

X 🔒 mysignins.microsoft.com ⌕ ⋮

islingtoncollege.edu.np ?

Keep your account secure

Method 1 of 2: App

✎ ——————— 2

Authenticator app

Set up your account

In your app, add a new account.

Back   Next

X 🔒 mysignins.microsoft.com ⌕ ⋮

islingtoncollege.edu.np ?

Keep your account secure

Method 1 of 2: App

✎ ——————— 2

Authenticator app

Copy and paste this information into your app

Account name:
islingtoncollege.edu.np:NP01MS7S249998@islington
📋

Secret key: 27zf6vswwtwjkflz 📋

Back   Next

Step 17:

In the **Google Authenticator** app**,**
Click + and select **"Enter a setup key".**

Google Authenticator

Search...

Scan a QR code

Enter a setup key

×

Step 18:

Now **paste** the copied information here.

Enter account details

Account name

Your key

Time based ▼   Add

Step 19:

Your account is **ready to go!**