

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

IT & NOC Department

Choose your device:

For <u>Laptop / PCs</u> For <u>Android Phone</u> For <u>IOS iPhone</u> 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

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# Step 3:

Click on next and then type in the password provided

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# Step 4:

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

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#### 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 <u>Step 11</u>.



# 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

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# Step 10:

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



Please go to <u>Step 15</u> 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

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# 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.

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# Step 17:

You have successfully verified your phone number.

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# Step 18:

You will see the following screen, Click on Done.

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	Keep your account secure				
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	App Phone				
	Success!				
	Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method:				
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# 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

# 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.



Step 5:

Accept the required permissions.



Cancel Accept

Terms of use Privacy & cookies •••

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 <u>Step 13.</u>

### Step 7:

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

Click Next.



Terms of use Privacy & cookies ...

# 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,

# Step 9:

Click Next.

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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.



Getting account info...

Step 12: Your account is ready to go!



# 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.

X 🔒 mysignins.microsoft.com <	X 🔒 mysignins.microsoft.com <
islingtoncollege.edu.np ?	islingtoncollege.edu.np ?
Keep your account secure	Keep your account secure
Method 1 of 2: App 2	Method 1 of 2: App           2
Authenticator app	Authenticator app
Set up your account	Copy and paste this information into your app
In your app, add a new account. Back Next	Account name: islingtoncollege.edu.np:NP01MS7S249998@islington C Secret key: 27zf6vswwtwjkflz
	Back Next

# Step 15:

In the Google Authenticator app, Click + and select "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.



Getting account info...

Step 18: Your account is ready to go!



# For iPhone

# Step 1:

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

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	Messages	
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	Safari	
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# Step 2:

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

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ALLOW MAIL TO ACCESS	
Siri & Search	
Notifications Banners, Sounds, Badges	
Accounts	2 >
MESSAGE LIST	
Preview	2 Lines >
Show To/Cc Labels	
Swipe Options	
MESSAGES	
Ask Before Deleting	
Privacy Protection	
Follow Up Suggestions	
THREADING	
Organize by Thread	
Collapse Read Messages	

# 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 <u>Step 15.</u>

## Step 10:

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

Click 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,

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the app

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Show QR code

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When finished, come back to this setup

Pair your account to the app by clicking this

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Step 12:

Click Next.

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### 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!**

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# 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.

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islingtoncollege.edu.np?	islingtoncollege.edu.np ?
Keep your account secure	Keep your account secure
Method 1 of 2: App 2	Method 1 of 2: App 2
Authenticator app	Authenticator app
Set up your account	Copy and paste this information into your app
In your app, add a new account. Back Next	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".

# Step 18:

Now **paste** the copied information here.

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# Step 19:

# Your account is **ready to go!**

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