



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

IT & NOC Department

Choose your Device:

[For Laptop/PC](#)

[For Android Phone](#)

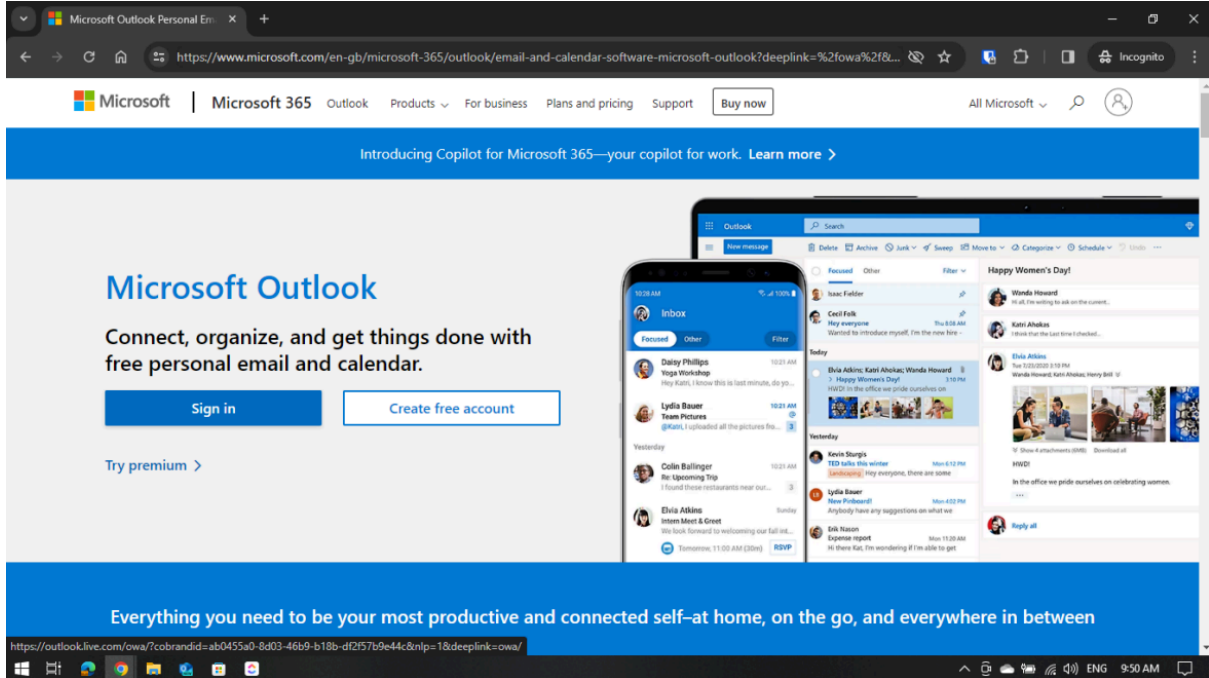
[For iPhone](#)

For Laptop/PC: Windows and Mac



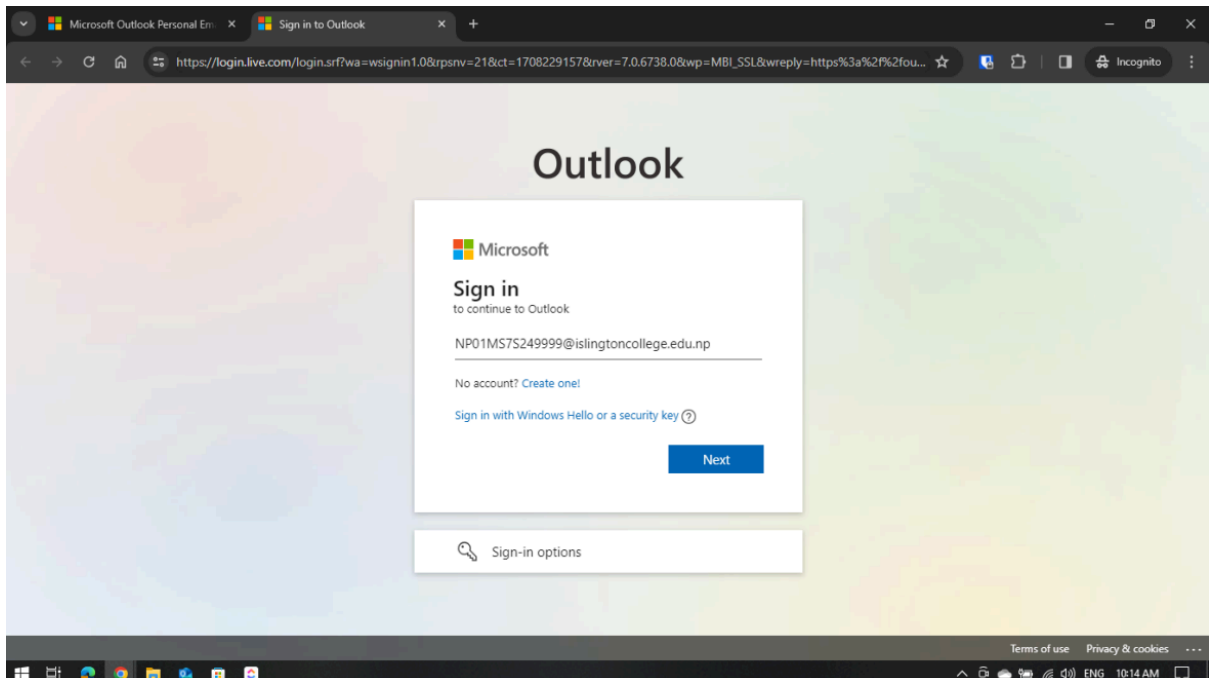
Step 1:

Go to <https://www.outlook.com>



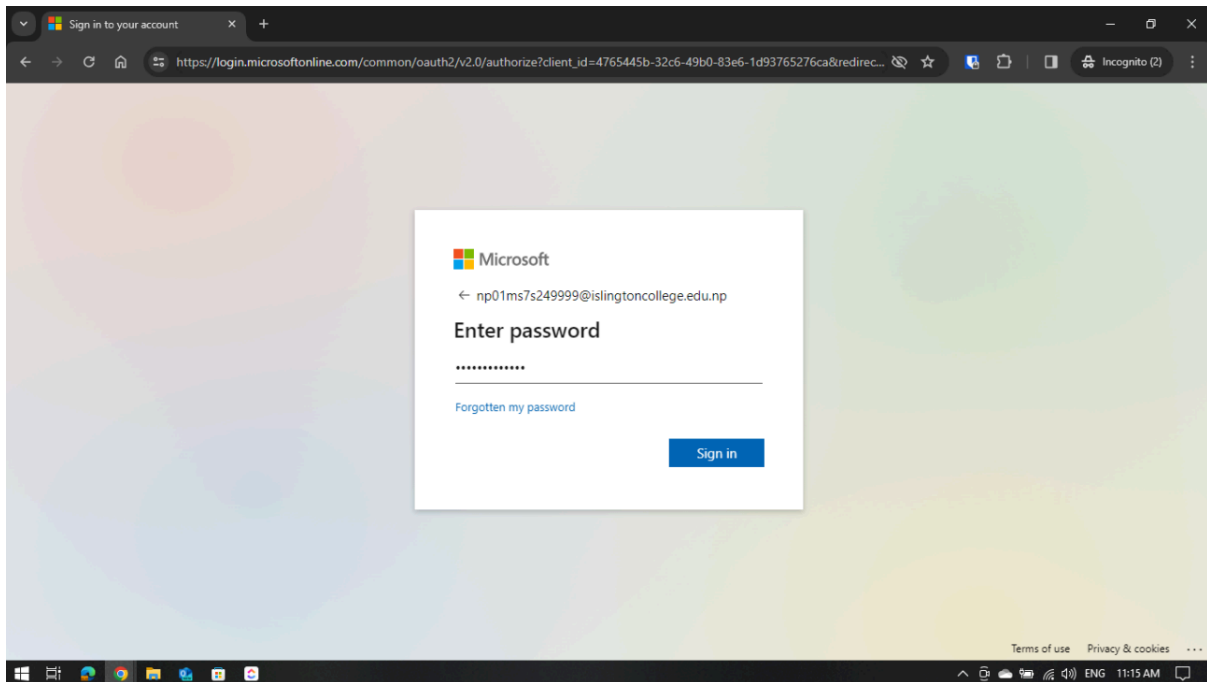
Step 2:

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

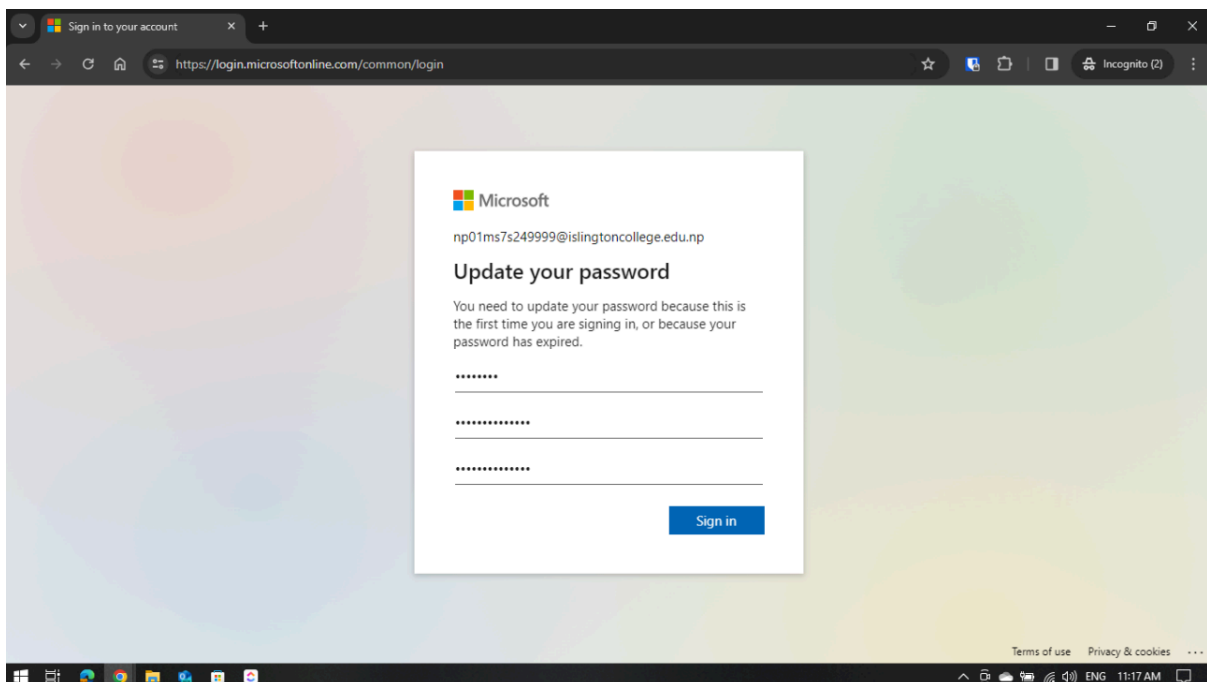


Step 3:

Click on next and then type in the **password** provided

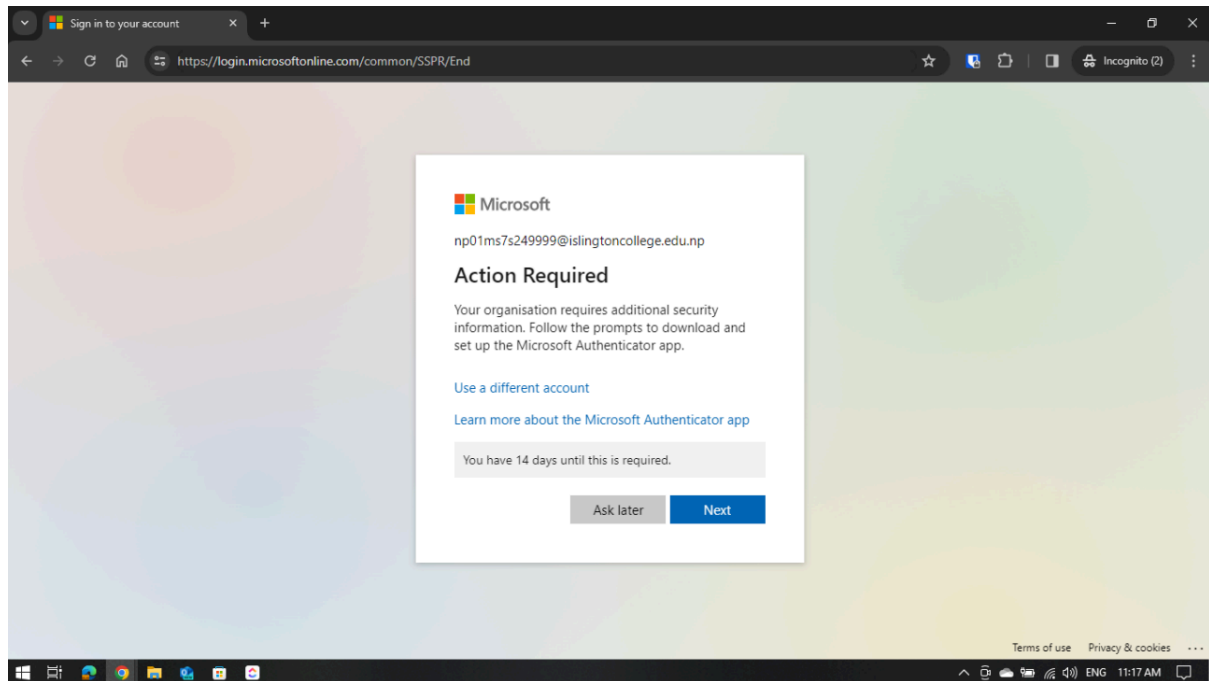
**Step 4:**

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

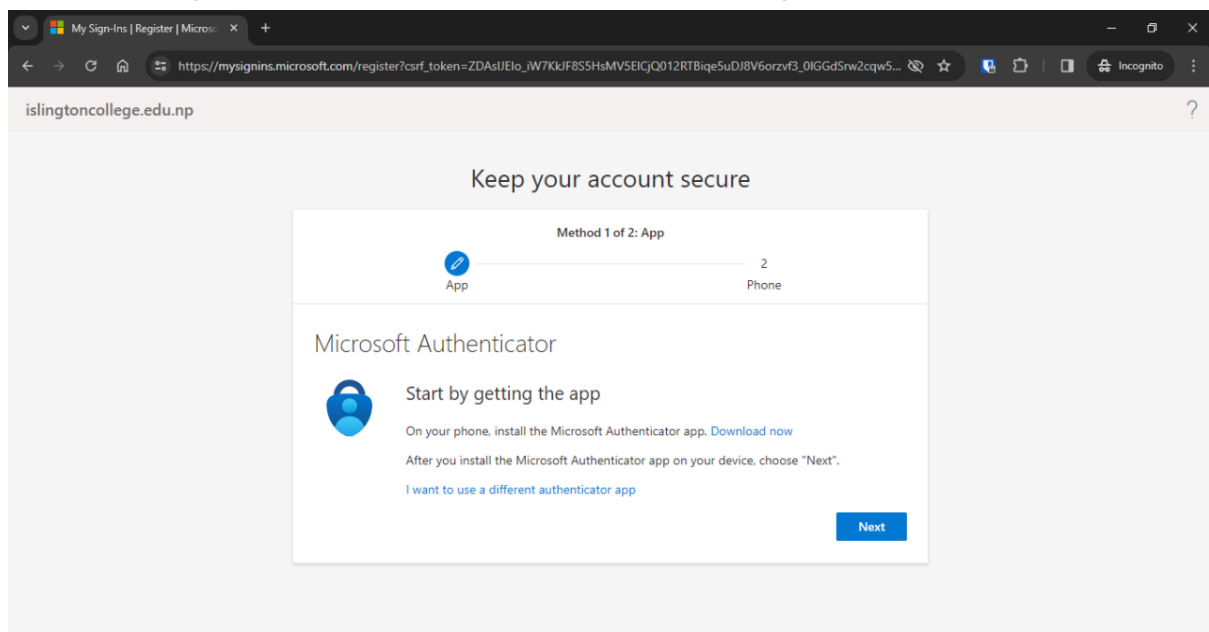


Step 5:

You will be prompted to enable **multi-factor authentication**, then click Next. **Note: Multifactor authentication is a must.**

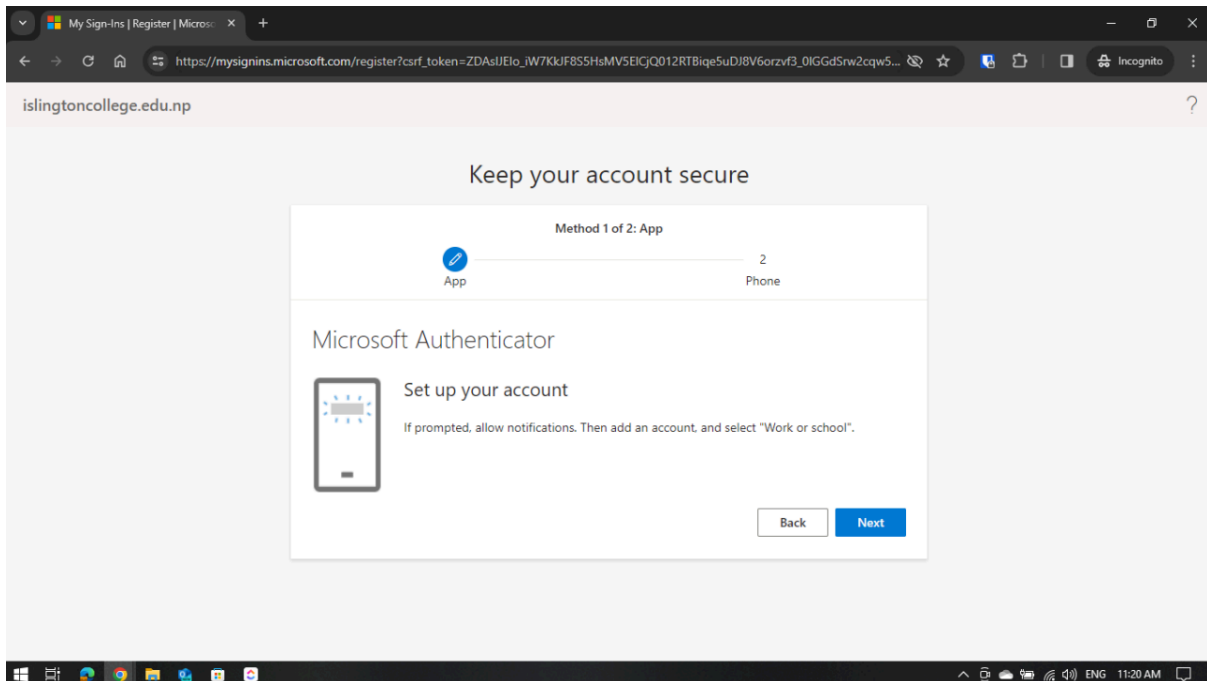
**Step 6:**

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](#).

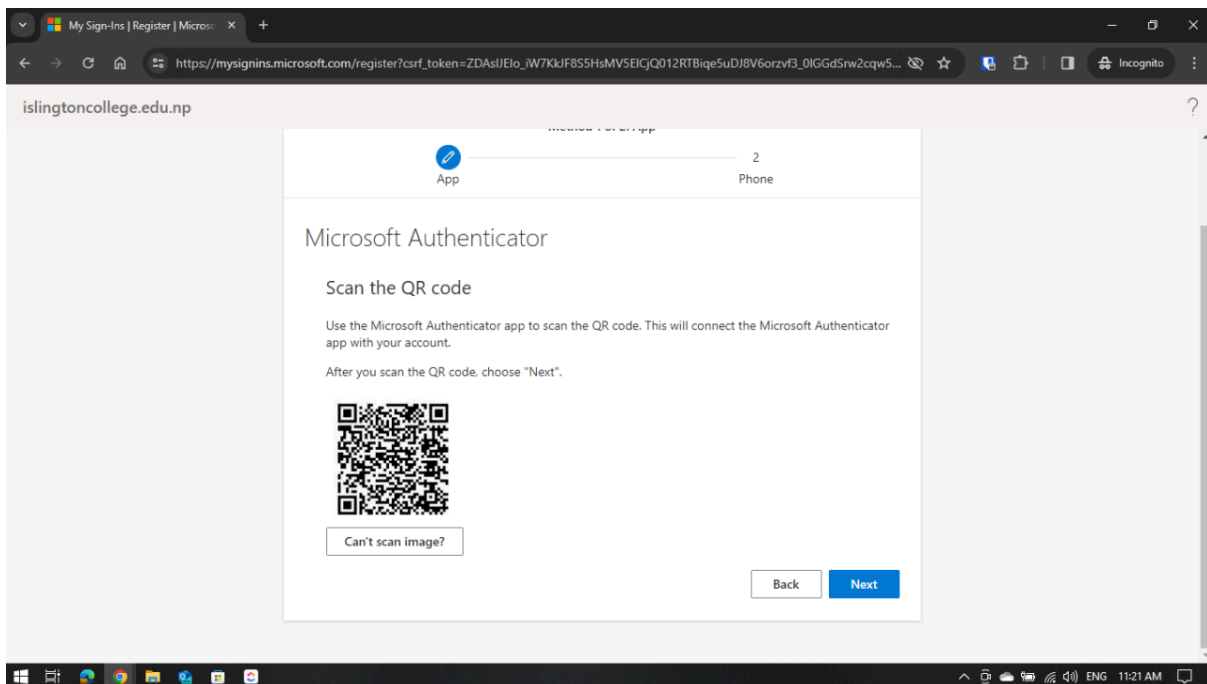


Step 7:

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

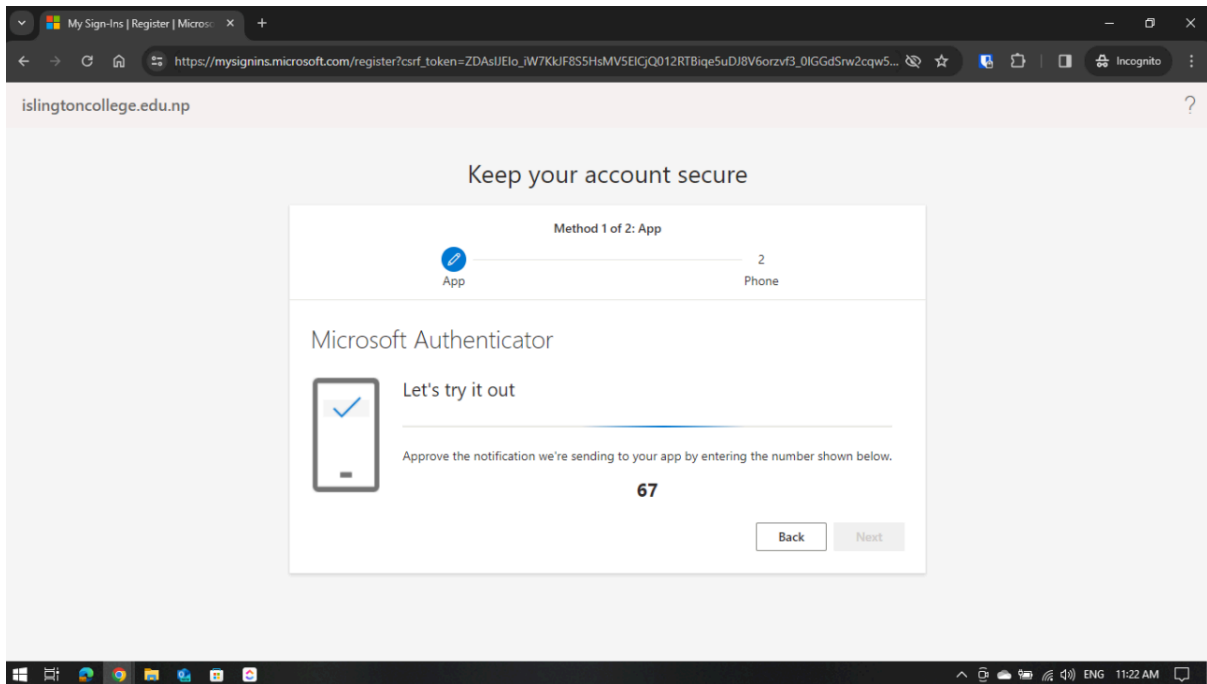
**Step 8:**

Open the app, in the app, you will have the option to **scan a QR Code** then click on Next

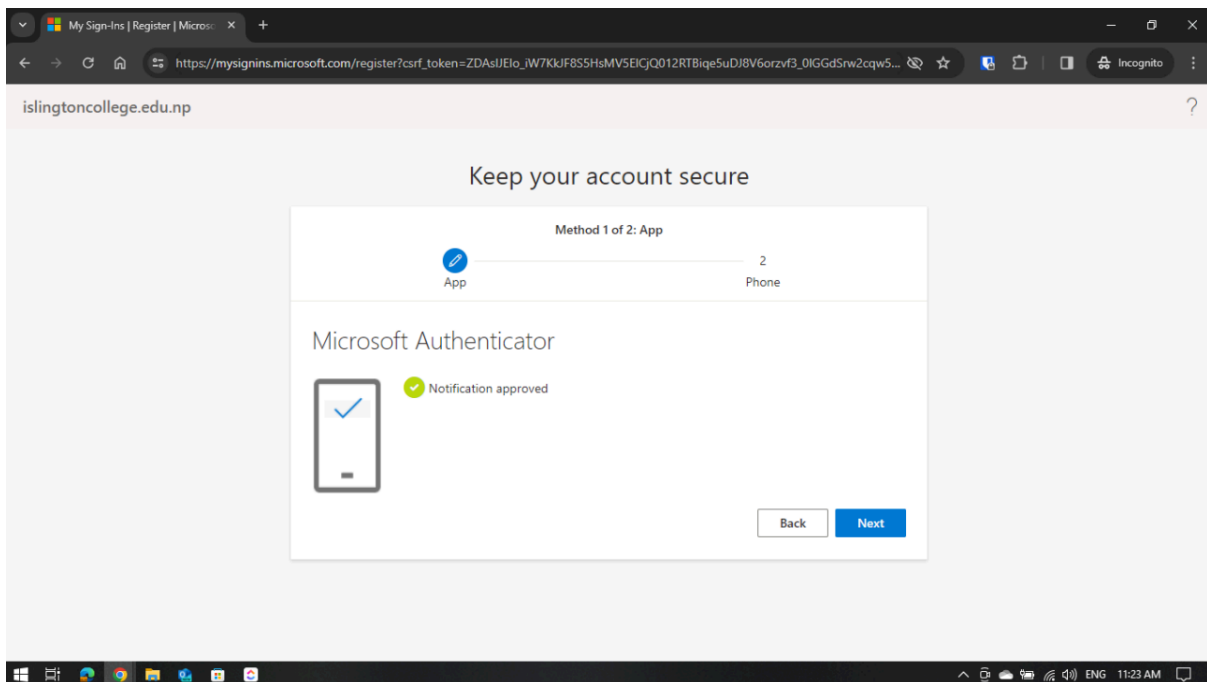


Step 9:

Enter the number shown on the next page on your app and then click on Next

**Step 10:**

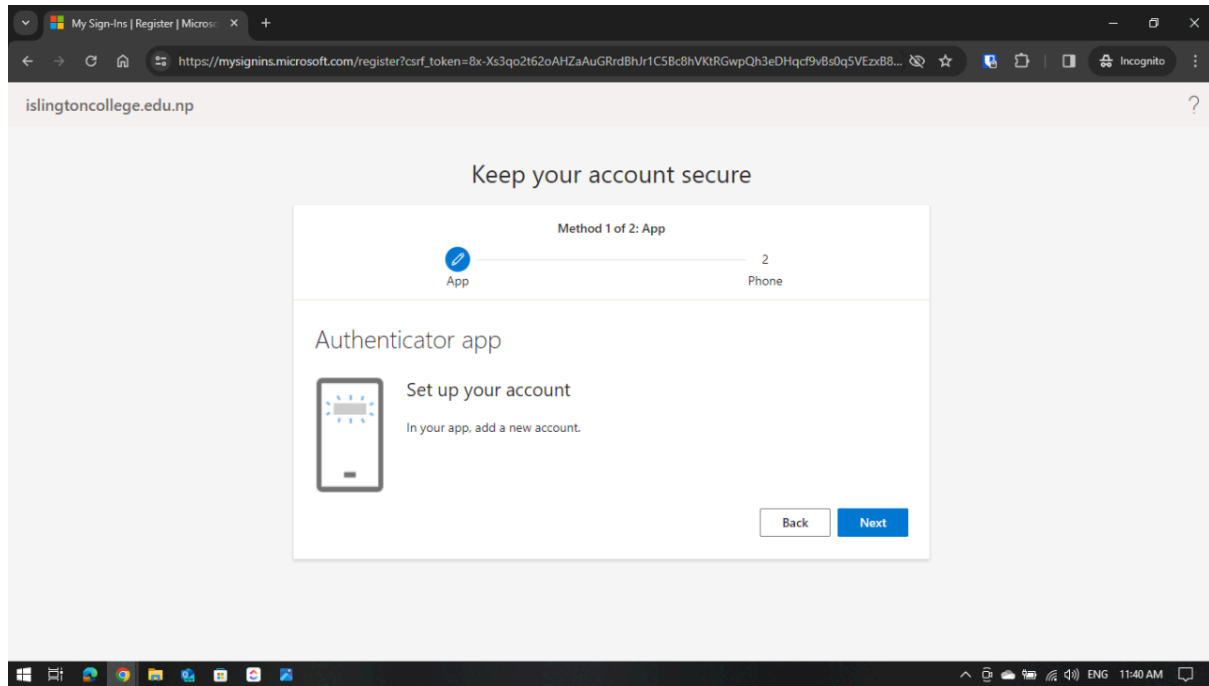
You have **successfully** set up multi-factor authentication using the Microsoft Authenticator app. Click on **“Next”**.



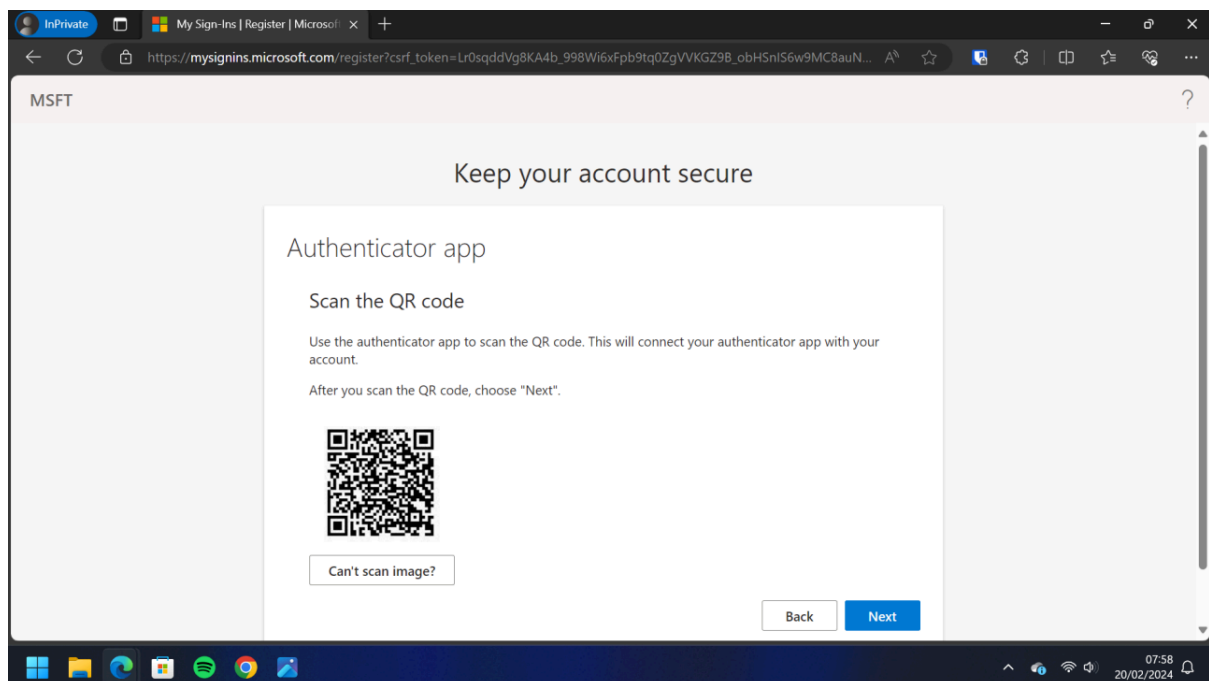
Please go to [Step 15](#) if you have **already set up multi-factor authentication** using the steps above.

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

Step 12:
Click **Next**

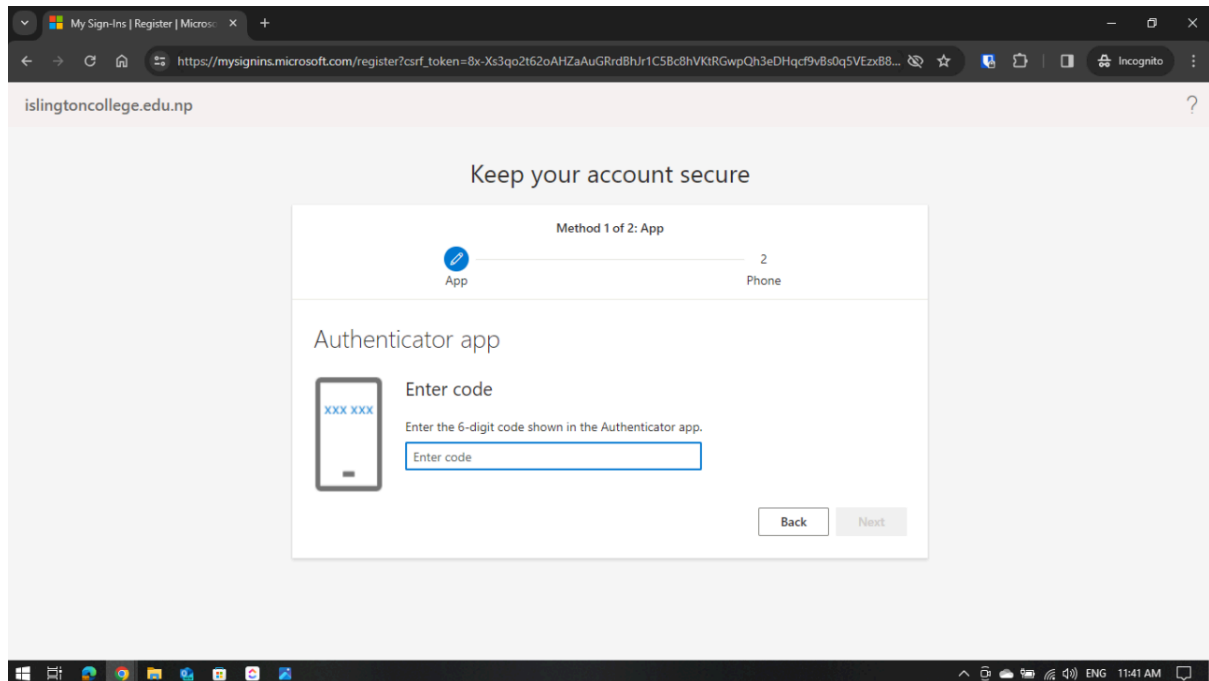


Step 13:
Open the **authenticator app** on your phone and scan the QR Code, and then click on “Next”.

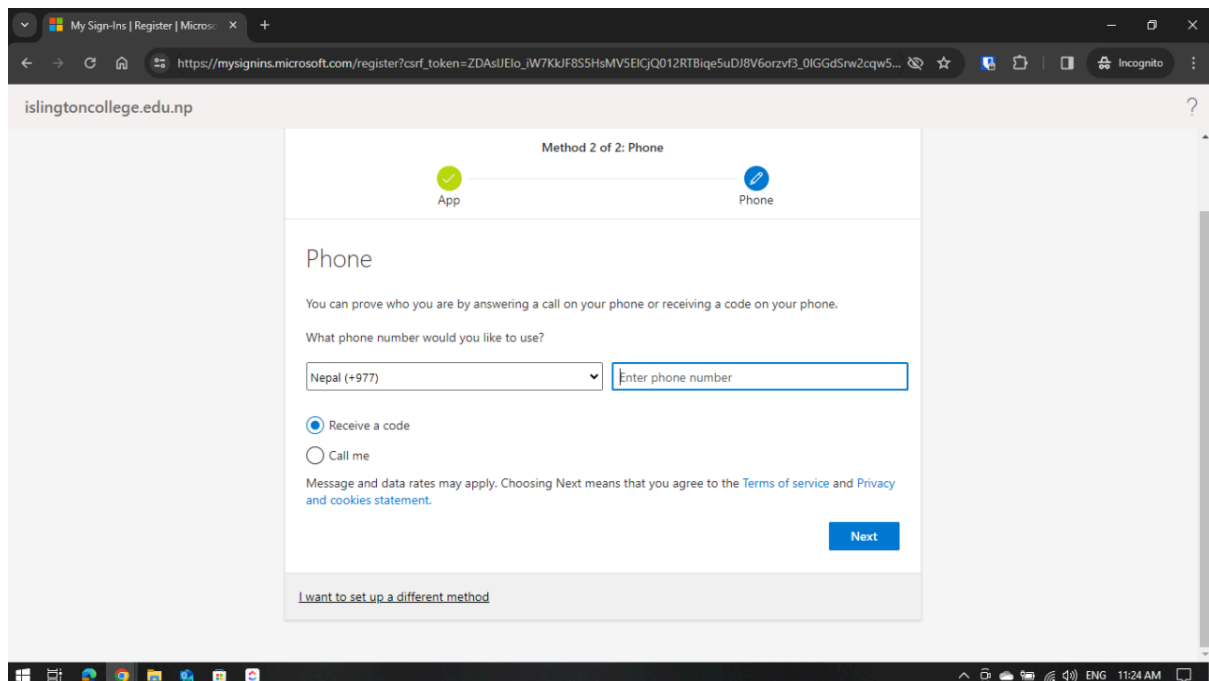


Step 14:

Enter the **6-digit code** shown in the **Authenticator app** and click **“Next”**

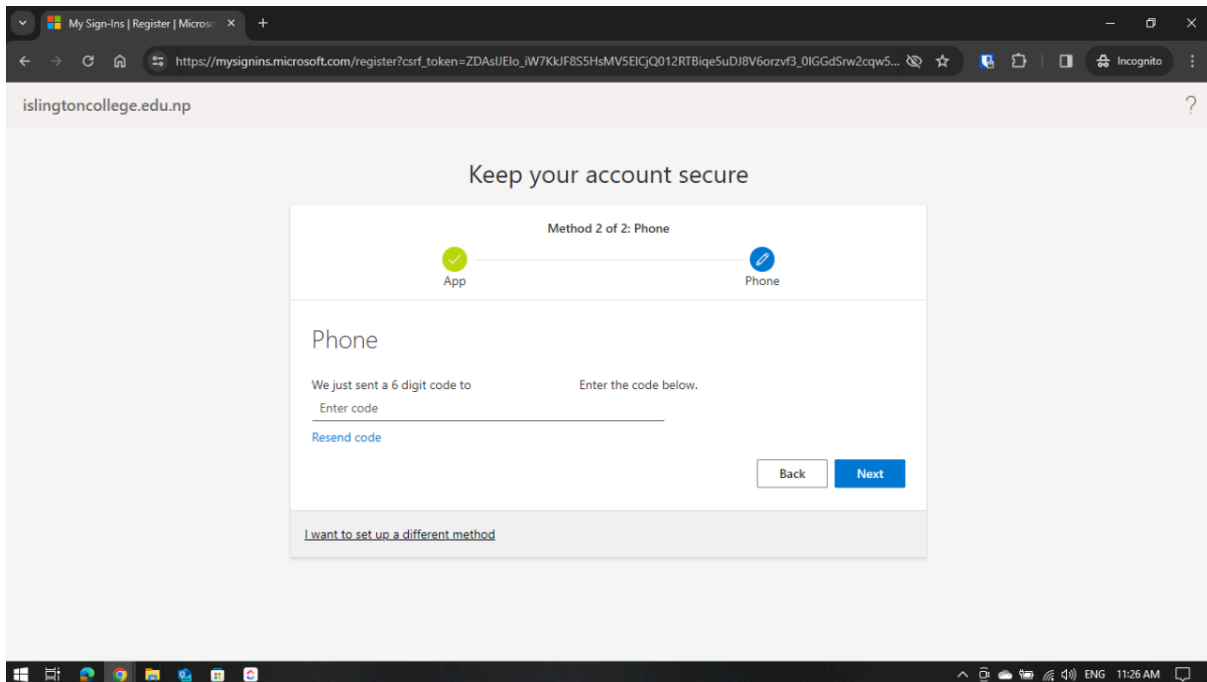
**Step 15:**

Now, 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 process and click **“Next”**.

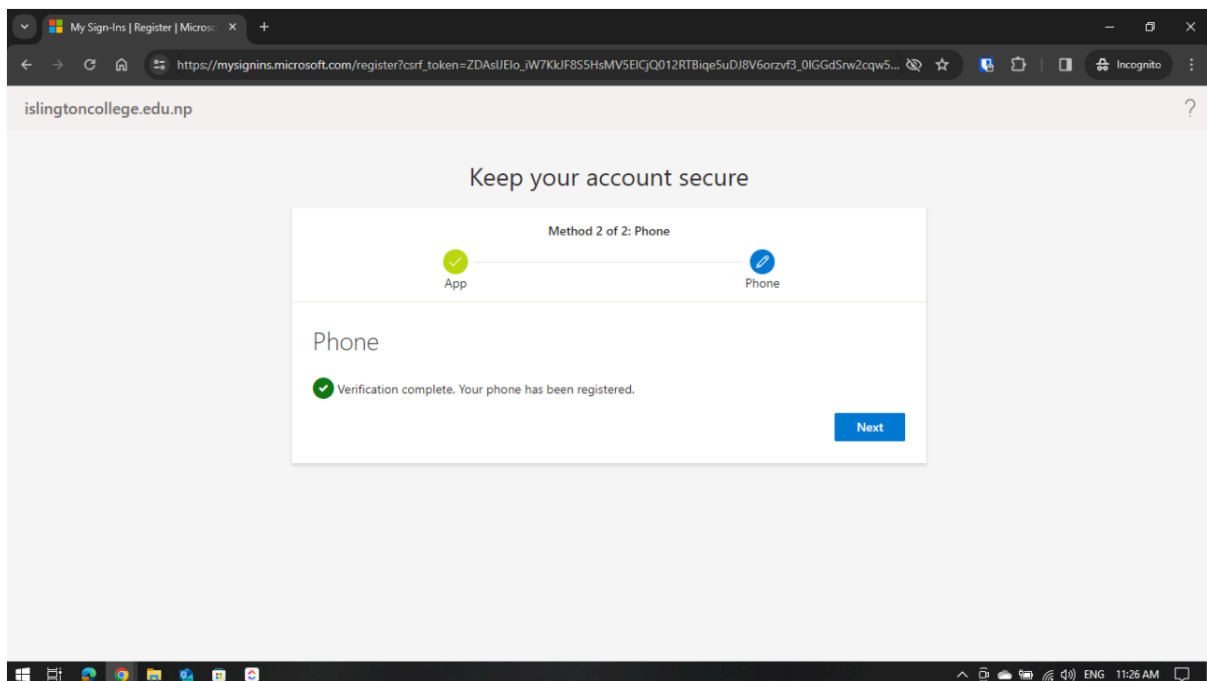


Step 16:

Enter the **6-digit code** you get on your phone and click **“Next”**.

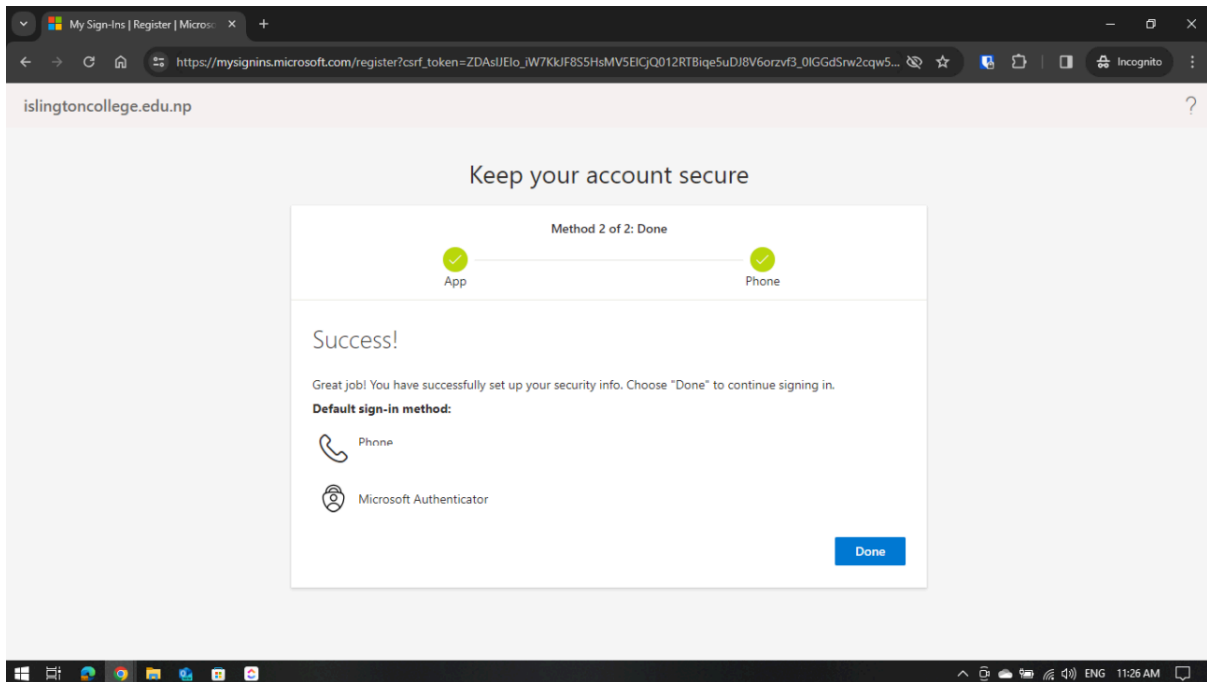
**Step 17:**

You have **successfully** verified your **phone number**.



Step 18:

You will see the following screen. Click **“Done”**.

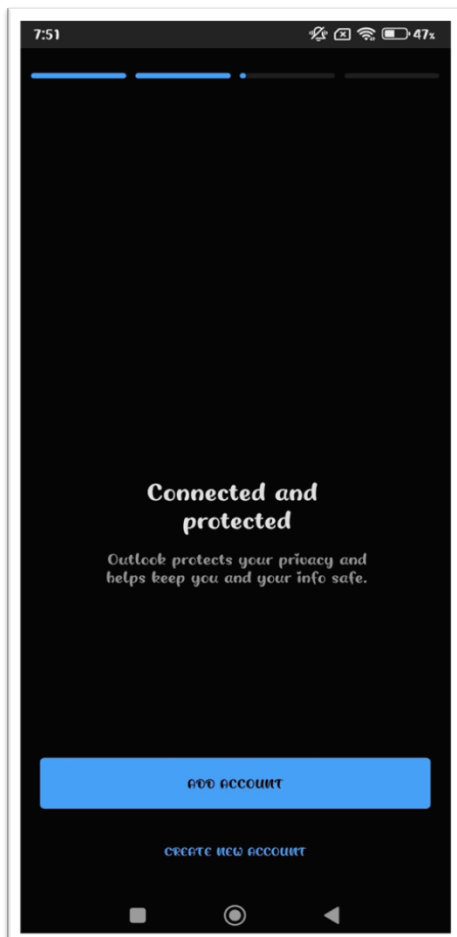
**Step 19:**

You will now be prompted to either **“stay signed in -yes or no”**. Click on your **preference**, and then you will be taken to your **Outlook Inbox**.

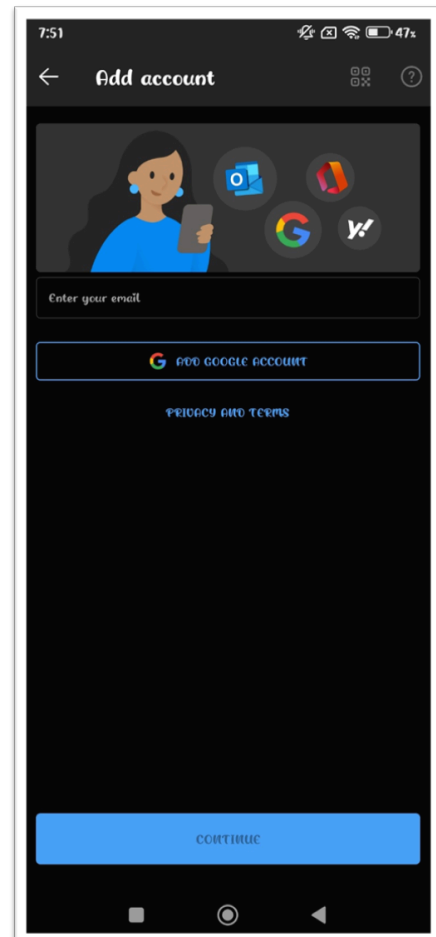
Outlook Login for Android Phone



Step 1: Launch the **Outlook app** and tap on the **"Add Account"** option.

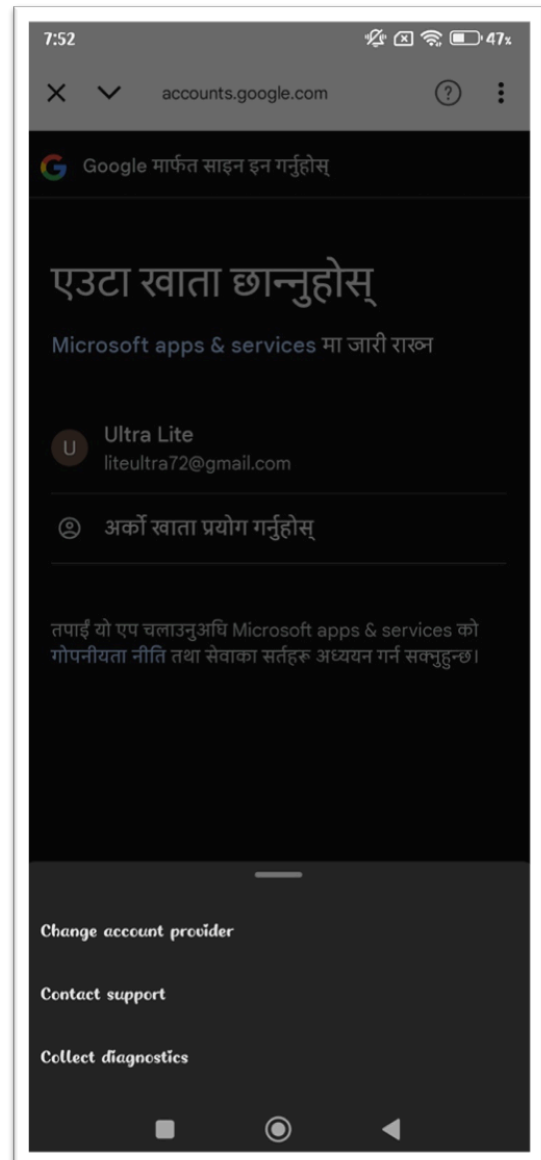
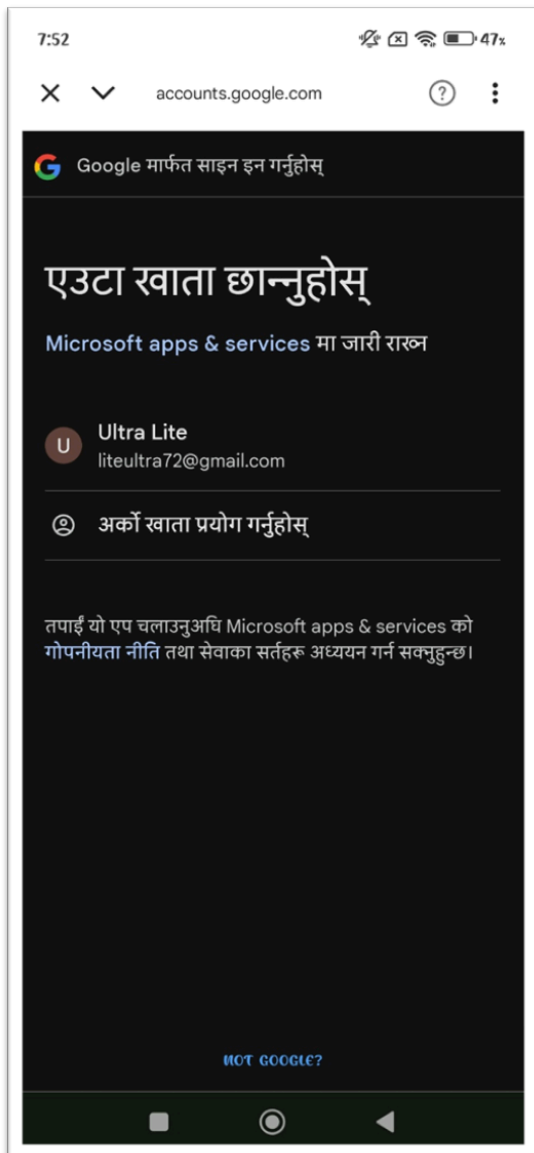


Step 2: Next, type in the **email address** provided by your college in the "Enter your email" field.



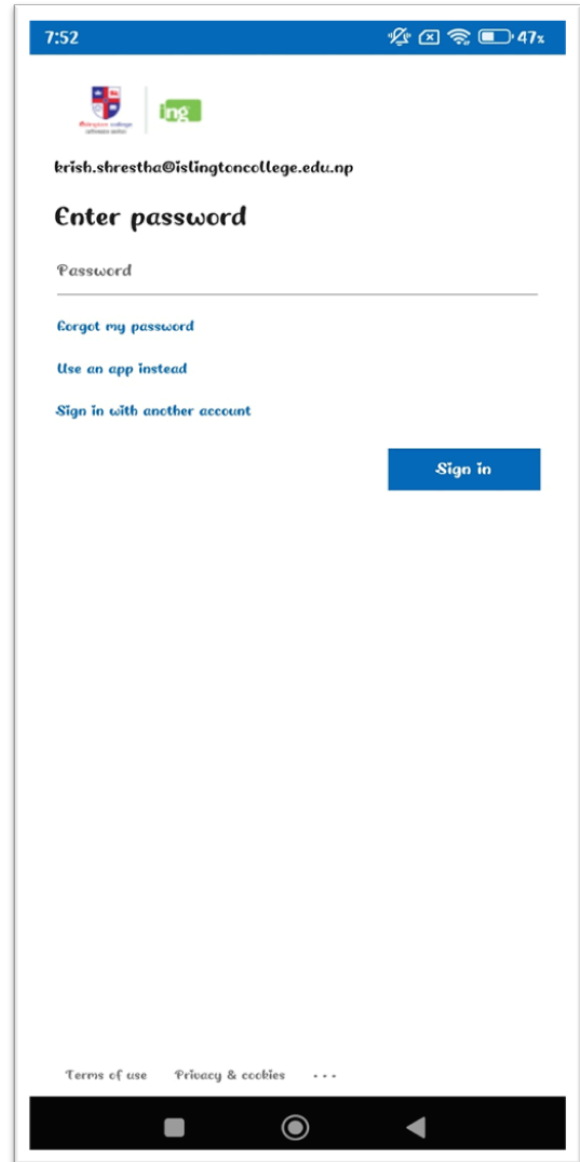
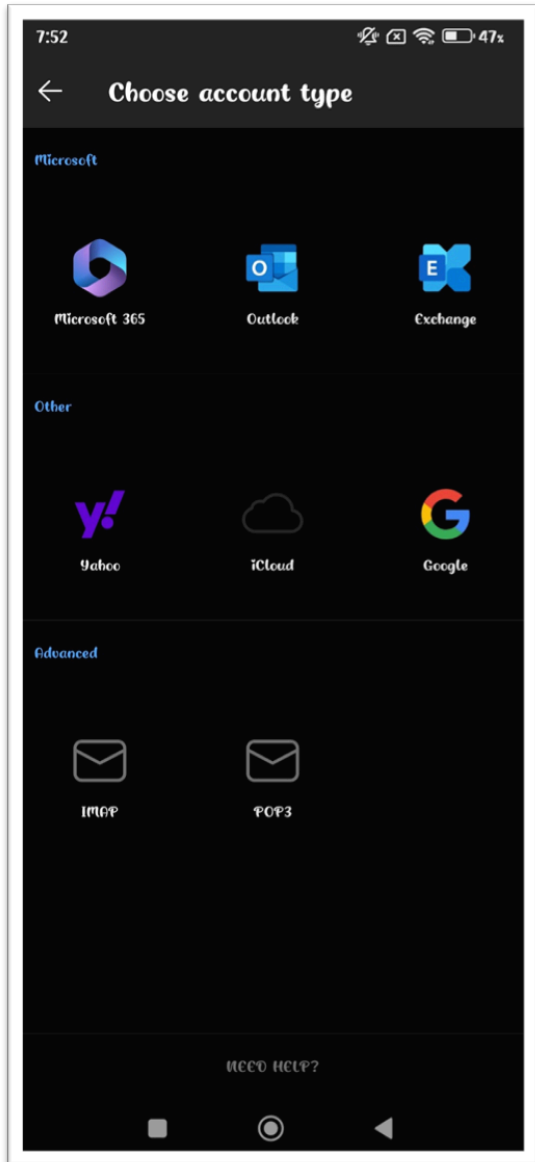
Step 3: Once you enter your email, the **Outlook app** will take you to the **Google sign-in** page — but instead of continuing there, simply select **“Not Google.”**

Step 4: After tapping **“Not Google,”** three options will appear at the bottom of your screen. Choose **“Change account provider”** instead of the other two options.



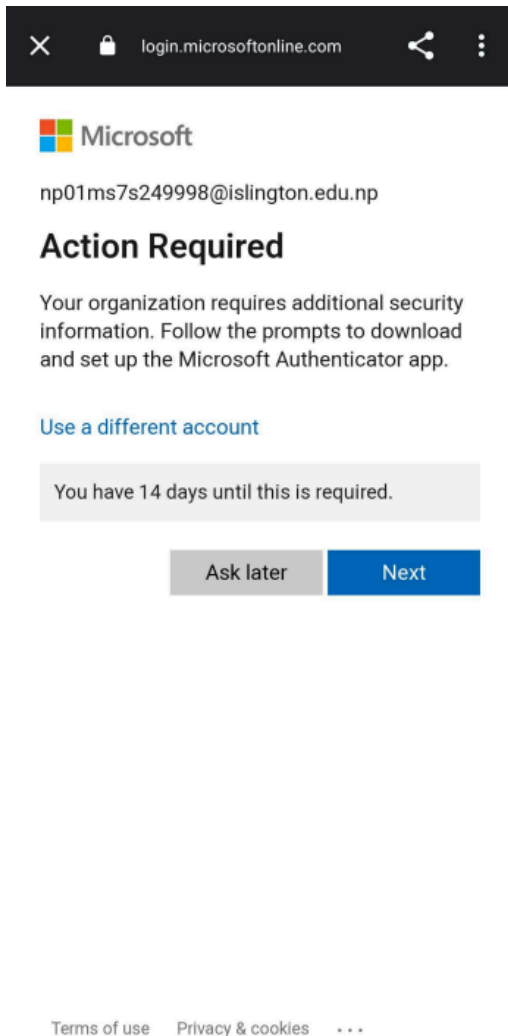
Step 5: After selecting the "Change account provider" option, you'll be redirected to the account type screen — here, you need to tap on "Microsoft 365".

Step 6: Now, simply enter the temporary password provided to you.



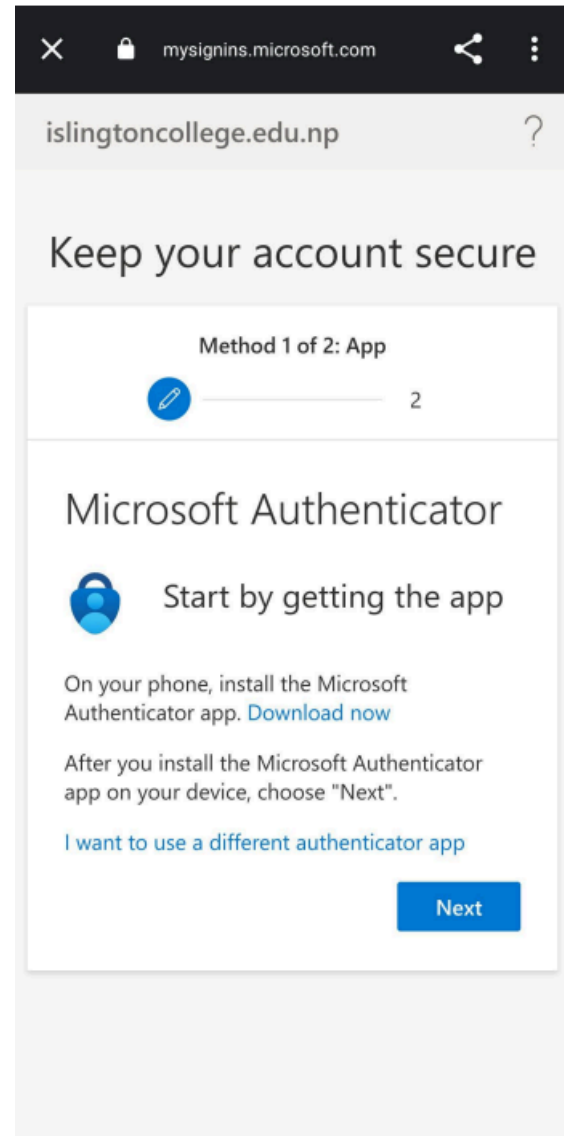
Step 7: If you are logging in for the **first time** using your phone, then you will be asked to enable **Multi-factor Authentication** through the **Microsoft Authenticator App**.

Click **Next**.

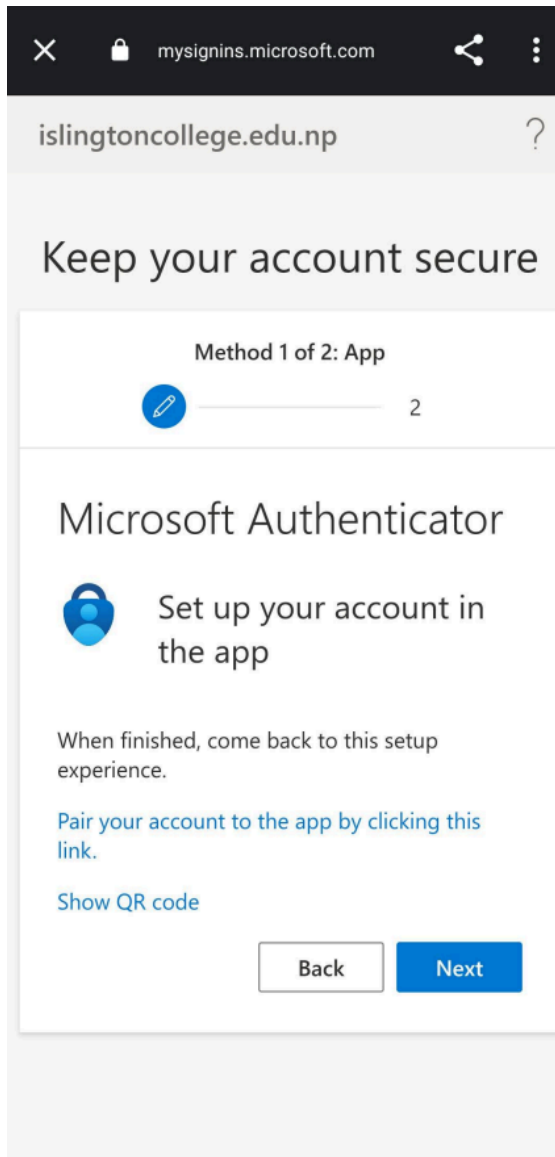


Step 8: Make sure you **download** the **Microsoft Authenticator App** from the **Play Store**. After successful installation.

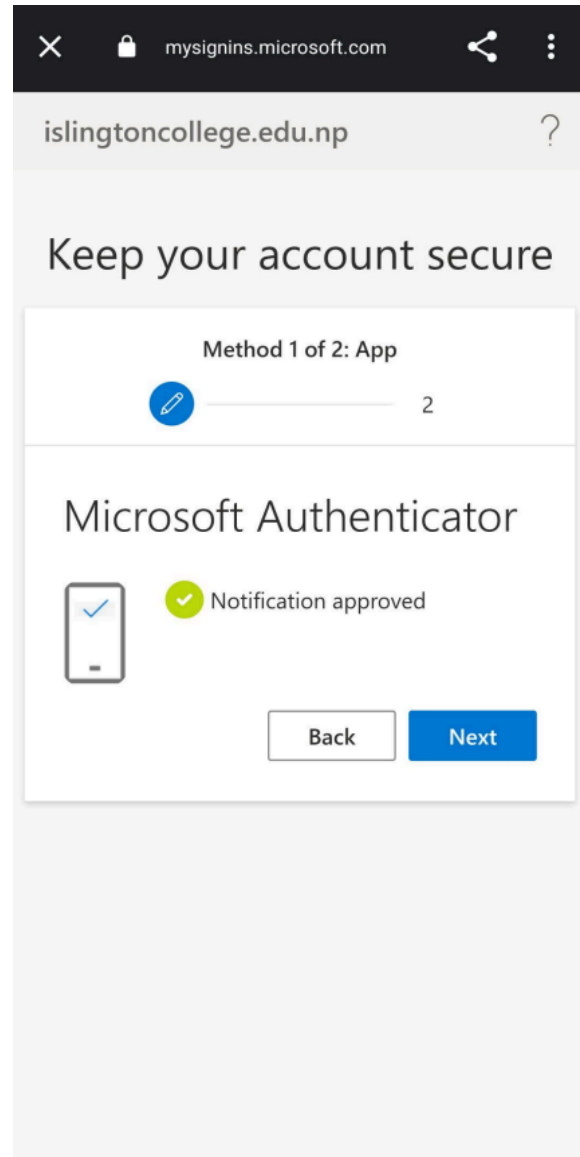
Click **Next**.



Step 9: Click on “**Pair your account to the app by clicking this link.**” It will redirect to the **Microsoft Authenticator** app. After the authentication process, click **Next**.



Step 10:
Click **Next**.

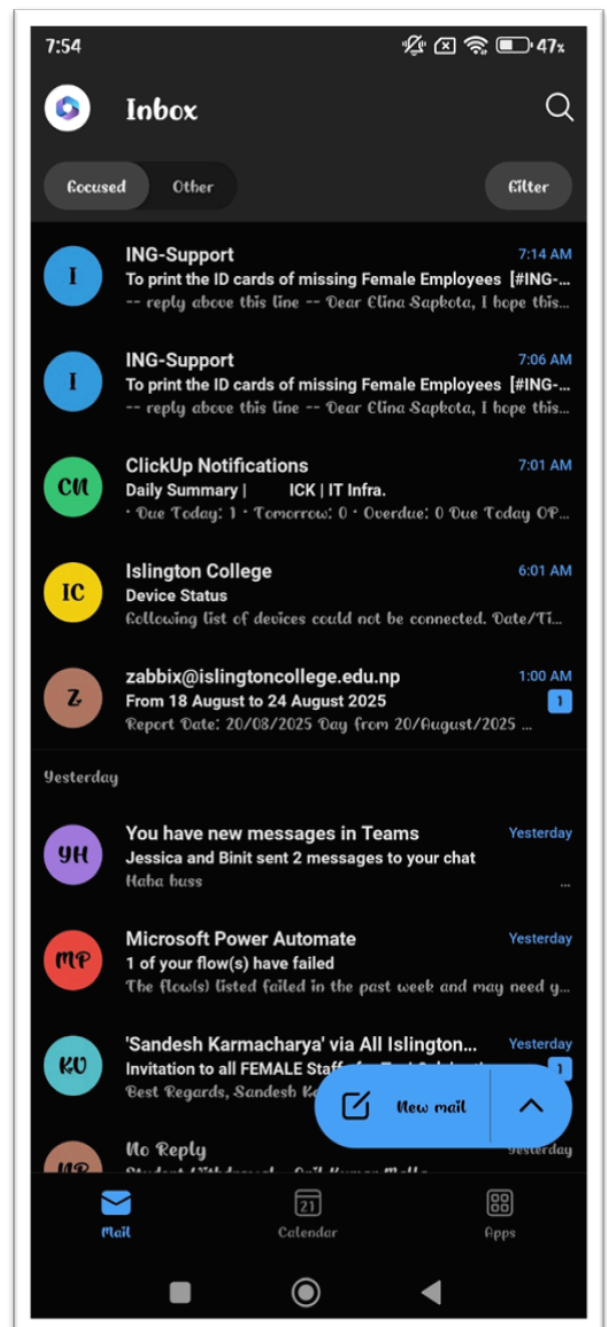
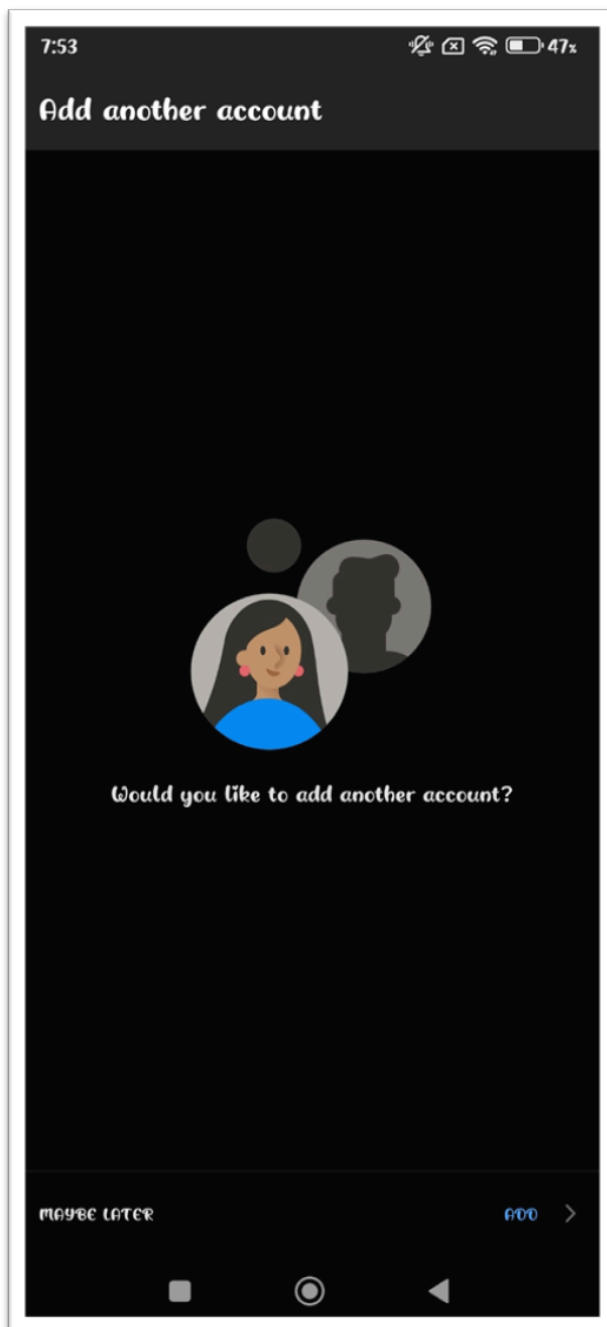


Step 11: Now you need to add your **phone number**. Change the country to **Nepal** and enter your **phone number**. You have two options

to either select “**Receive a code through SMS**” or “**Phone Call**”. Select one and complete the authentication, then click on **Next**.

Step 12: After entering the code, the app might prompt you to add another account — just tap “**Maybe later**” located at the bottom left of your screen.

Step 13: Your **Outlook** account will be **set-up** and **ready to use**.

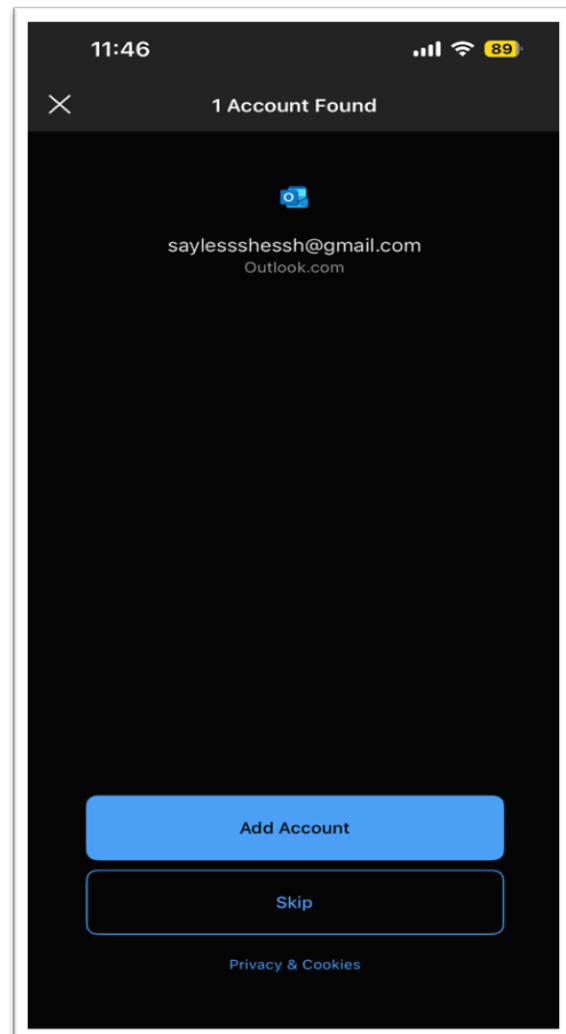
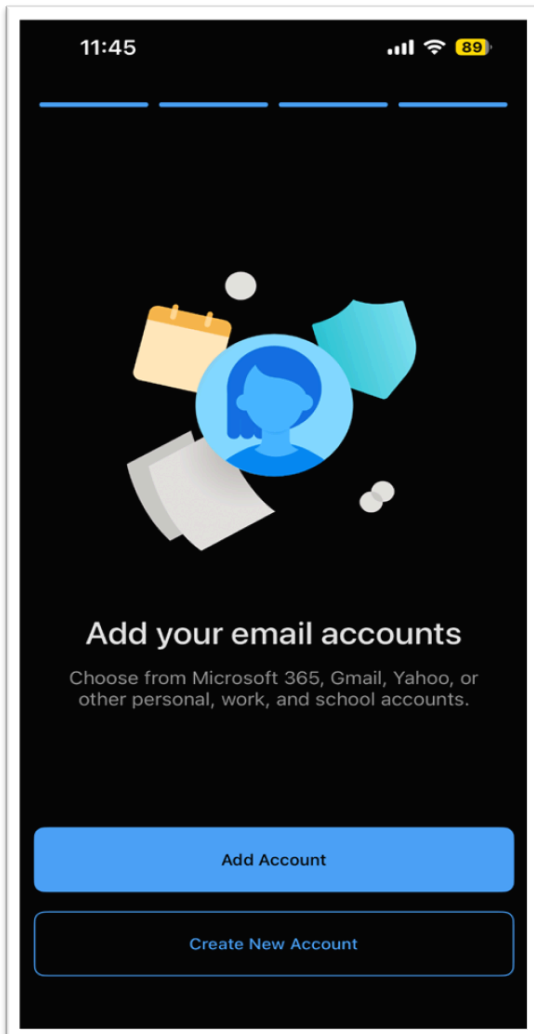


Outlook Login for iPhone



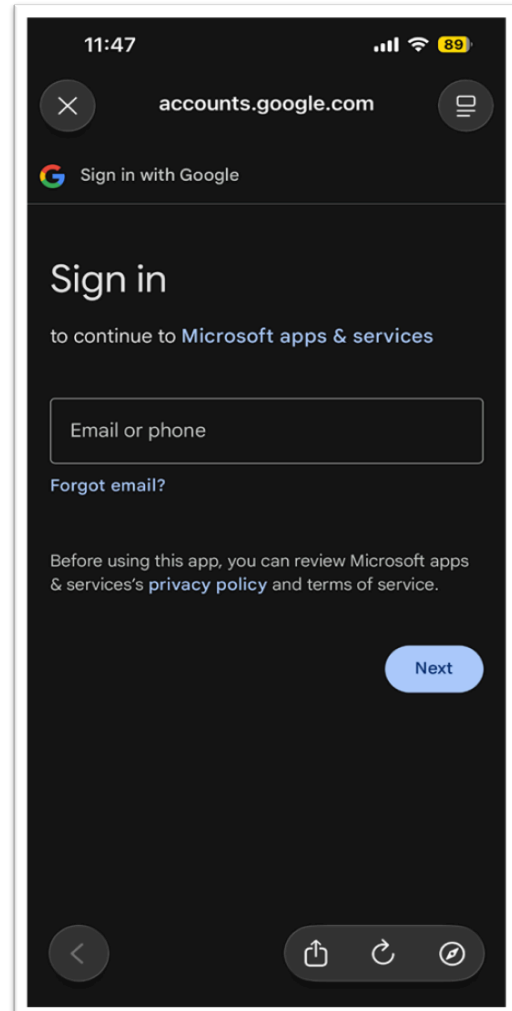
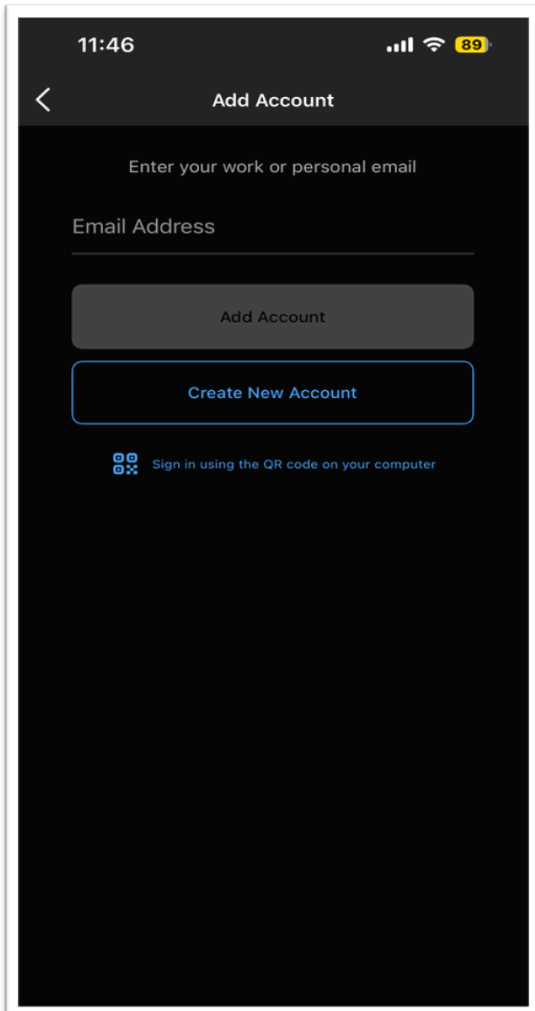
Step 1: Open the **Outlook** app and tap on the **"Add Account"** option.

Step 2: If you already have another Microsoft account, it will appear here. Simply tap **"Skip"** or **"Add"** to proceed with adding the **provided college account**.



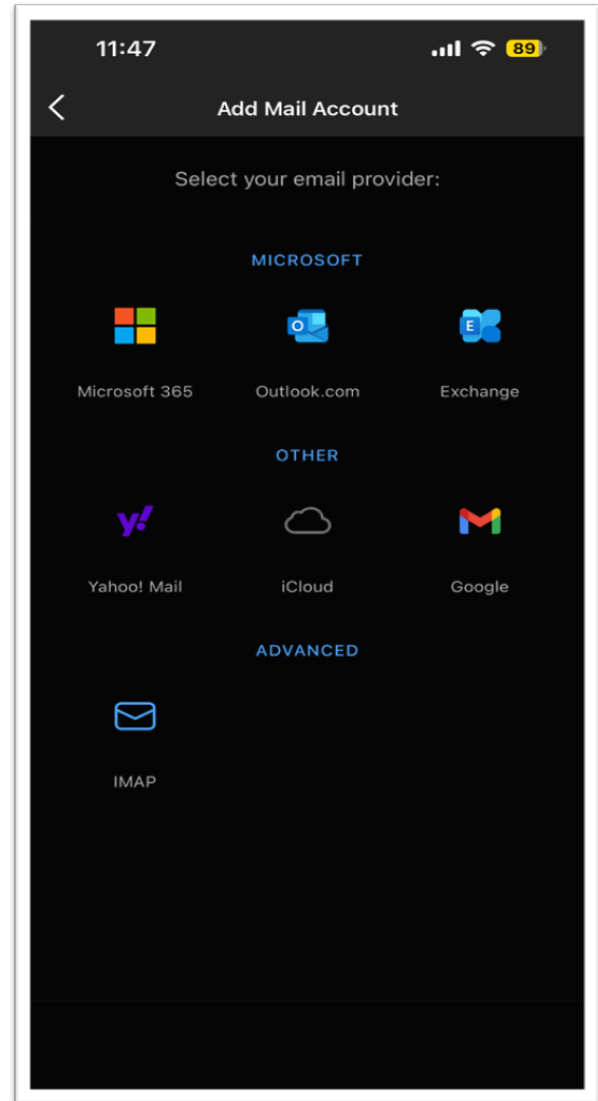
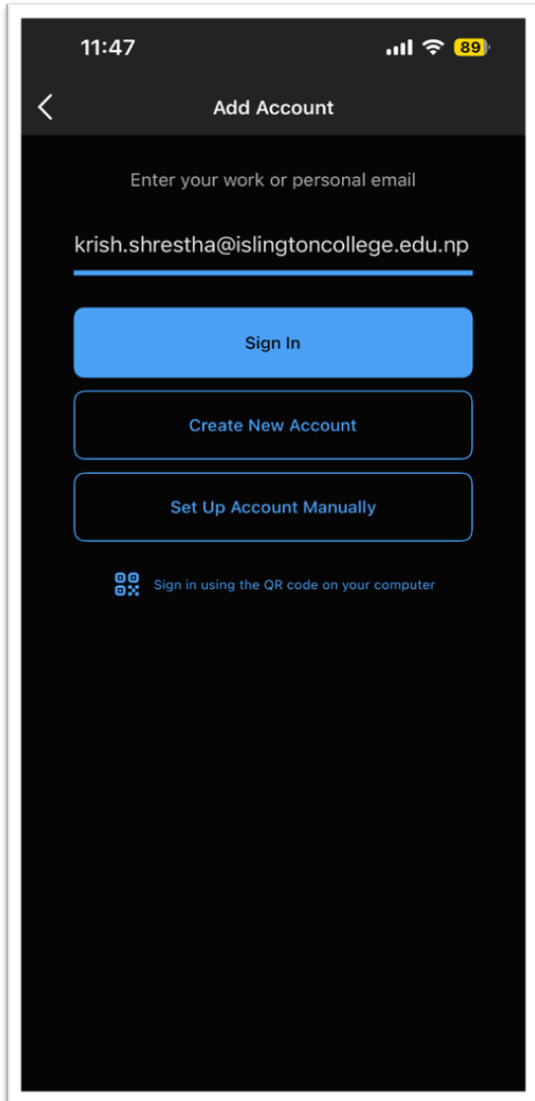
Step 3: Enter the email address provided by the college in the email field, then tap **"Add Account."**

Step 4: After you tap **"Add account,"** it redirects you to log into **Gmail**, but all you need to do is hit the **"X"** in the **top-left corner** to close it.



Step 5: The same screen will appear again, and this time you need to select **"Set up account manually."**

Step 6: A new screen will appear where you need to select **"Microsoft 365"**.



Step 7: Enter the **password** provided by your college to log in to your **Outlook account**.

Step 8: If you have not registered to Microsoft Authenticator, then go to [Android Installation's Step 7](#) and follow the steps. Otherwise, a prompt might appear with a number, then **insert** the number **as shown on your phone**.

The screenshot shows the 'Enter password' sign-in screen. At the top, it says 'Enter password'. Below that is a text input field labeled 'Password'. Underneath the input field are two links: 'Forgot my password' and 'Sign in with another account'. A blue 'Sign in' button is positioned to the right of the input field. At the bottom of the screen, there are links for 'Terms of use' and 'Privacy & cookies' followed by three dots.

The screenshot shows the 'Approve sign in request' screen. At the top, it says 'Approve sign in request'. Below that is an instruction: 'Open your Authenticator app and approve the request. Enter the number if prompted.' In the center, there is a square box containing the number '78'. Below the box, it says 'Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.' At the bottom, there is a link: 'I can't use my Microsoft Authenticator app right now'. At the very bottom, there are links for 'Terms of use' and 'Privacy & cookies' followed by three dots.

Step 9: Your **Outlook** account should be **ready** to use.

