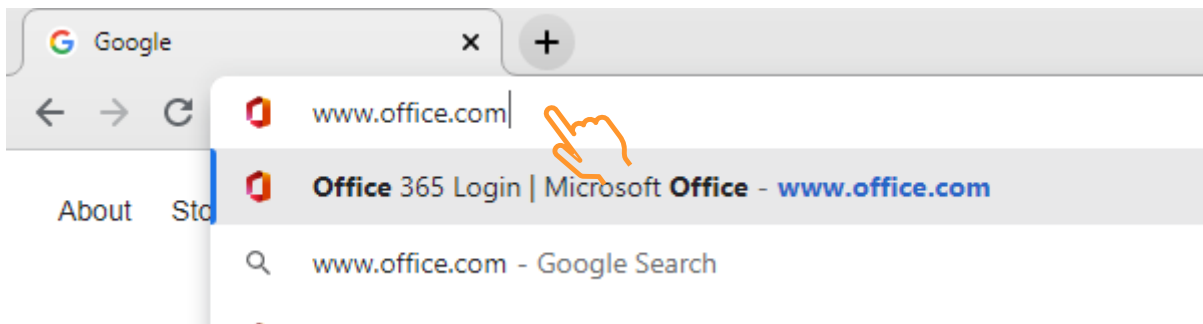


Welcome to Office.com This guide will show you how to log in to your new Office account for the first time. This process has been broken down, step-by-step with screenshots and helpful hints along the way.

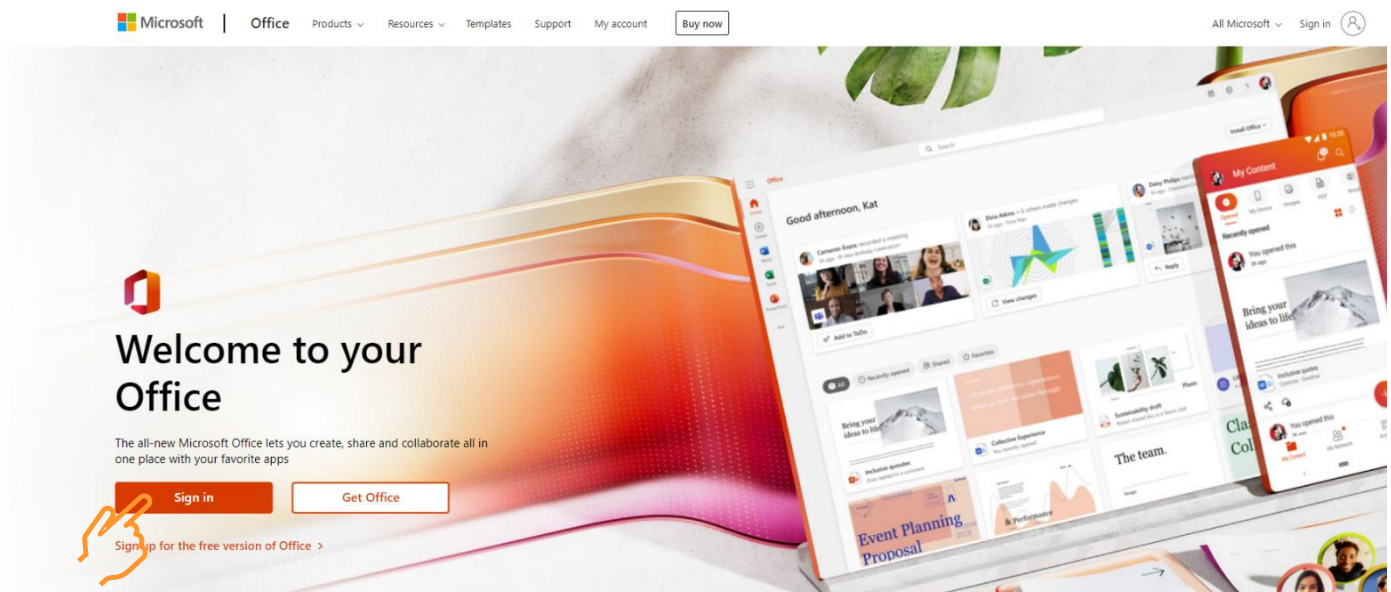
Logging in for the first time on a computer

Before you begin, you should have received an email address and password via email. If you have not received this and believe you should have, please email ict@mndassociation.org or call 01604 611813.

To begin, open your internet browser webpage and **type** in www.office.com into the search bar.



You will then be navigated to the Office.com sign in page as shown below. **Click** sign in to begin using your new MND Association email account.



Type your new MND Association email address below, then **click** next.

Hint: all MND Association email addresses are in the same format:

firstname.lastname@mndassociation.org

Microsoft

Sign in

jen.barber@mndassociation.org

No account? [Create one!](#)

[Can't access your account?](#)

Back Next

Sign-in options

Now, **enter the password** that we provided to you, then **click** sign in.

Hint: this password only needs to be used once, when signing in for the first time.

Microsoft

← jen.barber@mndassociation.org

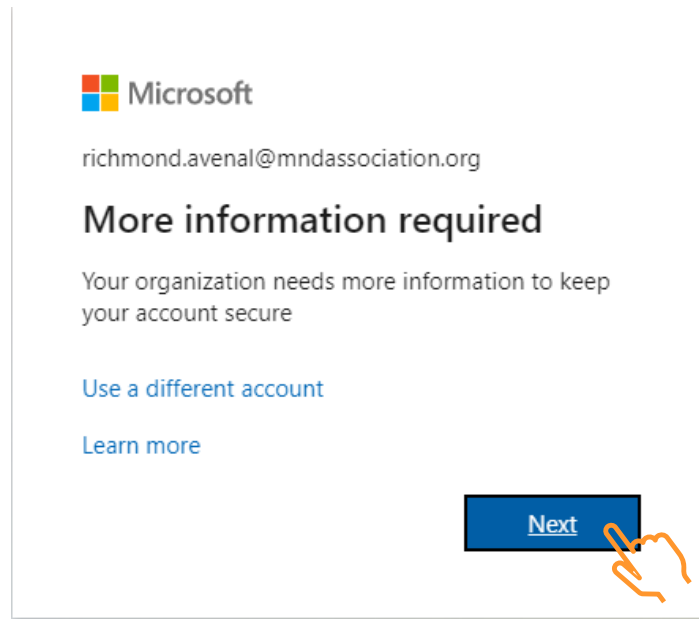
Enter password

Password

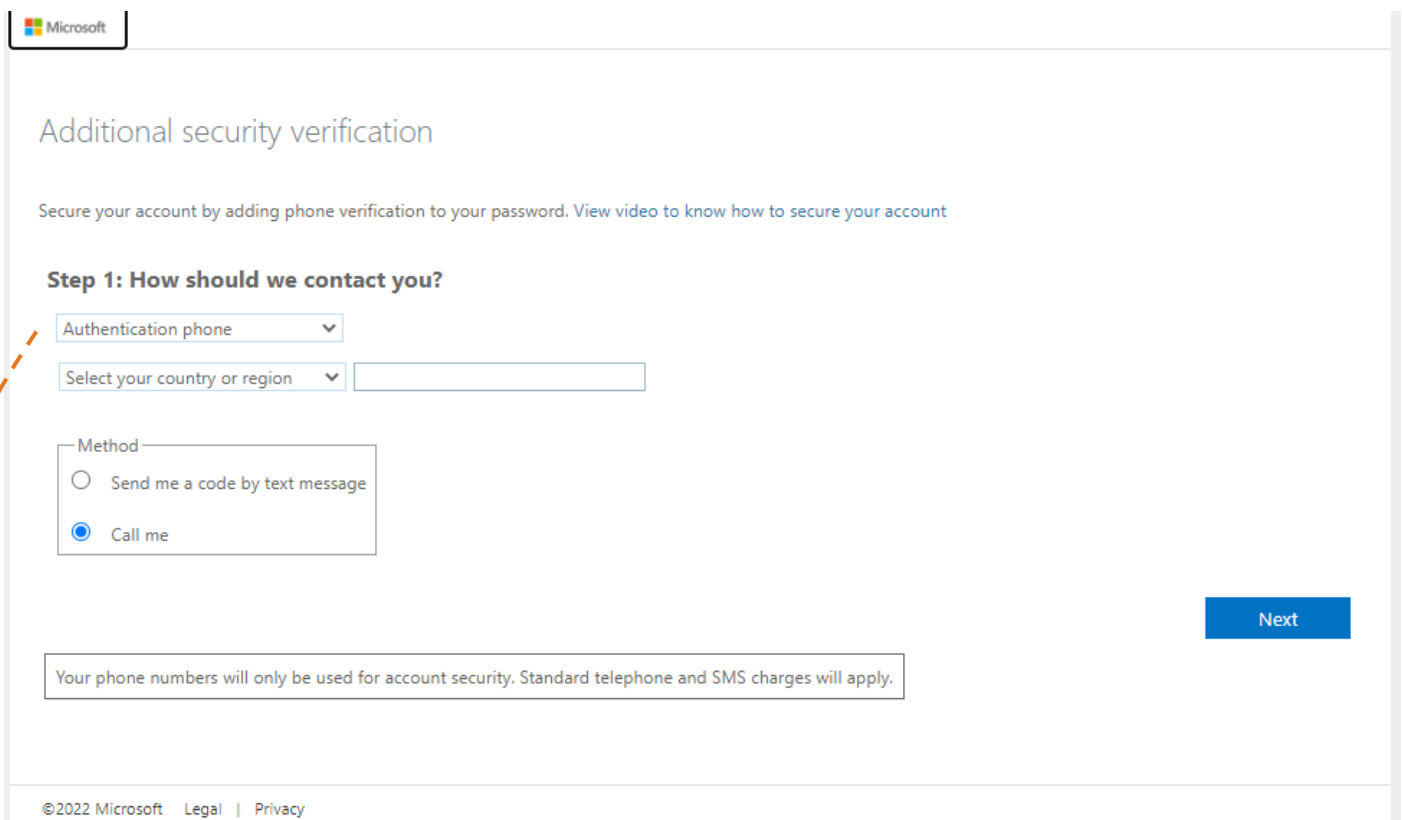
[Forgot my password](#)

Sign in

After this, you will be prompted to begin a step involving multi factor authentication. You may be familiar with this if you shop or bank online. Multi factor authentication adds another level of security to your account by using your telephone number as a secondary step in logging in. This information isn't used for anything else and is a common step that nearly all organisations use. **Click next** to get started.



You have 3 options to choose from to authenticate.



- Authentication phone
- Authentication phone
- Office phone
- Mobile app

Authentication phone – Mobile / landline phone
Office phone – Work / additional phone
Mobile app – “Microsoft Authenticator” app
downloadable from the app/play store

I have chosen the Authentication phone method. Next, I need to put my phone number in. After this, I need to select the method I will be contact to verify my phone number.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

Select your country or region

Method

Send me a code by text message

Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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Hand annotations: 1 points to the title, 2 points to the country dropdown, 3 points to the 'Call me' radio button, 4 points to the 'Next' button.

- Select your country or region
- Turkey (+90)
 - Turkmenistan (+993)
 - Turks and Caicos Islands (+1649)
 - Tuvalu (+688)
 - Uganda (+256)
 - Ukraine (+380)
 - United Arab Emirates (+971)
 - United Kingdom (+44)**
 - Uruguay (+598)
 - Uzbekistan (+998)
 - Vanuatu (+678)
 - Venezuela (+58)
 - Vietnam (+84)
 - Virgin Islands, British (+1284)
 - Virgin Islands, U.S. (+1340)
 - Wake Island (+808)
 - Wallis and Futuna (+681)
 - Yemen (+967)
 - Zambia (+260)
 - Zimbabwe (+263)

Method

Send me a code by text message

Call me

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We're calling your phone at +44 Phone number

Answer it to continue...

After I answer the phone, I need to press the # key on my phone to finish the verification process.

Note – If I had chosen Send me a code by text message, I would have received a 6-digit code via text message which I would need to type in the box provided.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We're calling your phone at +44

Verification successful!

Done 

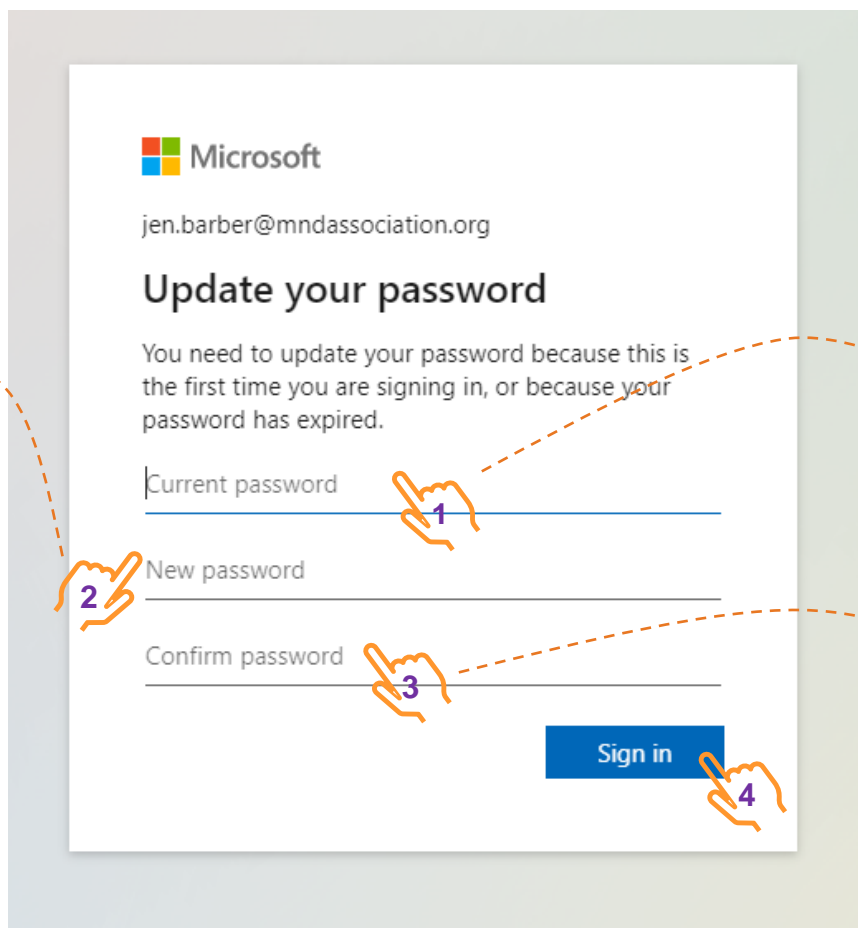
After you have verified your phone number your screen will say Verification successful! You can then **click** Done.

The next screen will prompt you to change your password. Remember to use a secure password for your new one by following the below:

- ✓ Use at least 8 characters.
- ✓ Use a combination of different characters such as, ! @ % etc.
- ✓ Use at least one uppercase letter.

After you have filled in all 3 boxes. **Click sign in.**

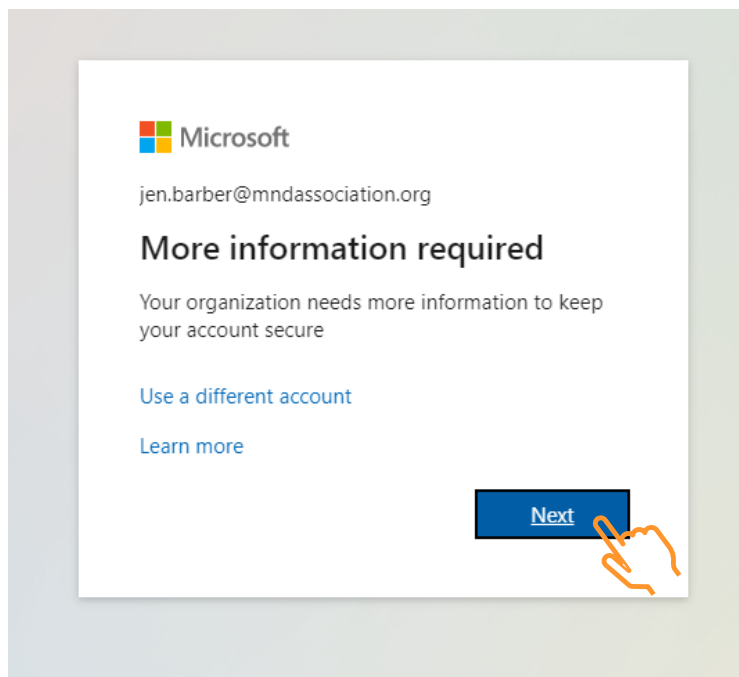
Now type the password you would like to use for your account by following the hints above.



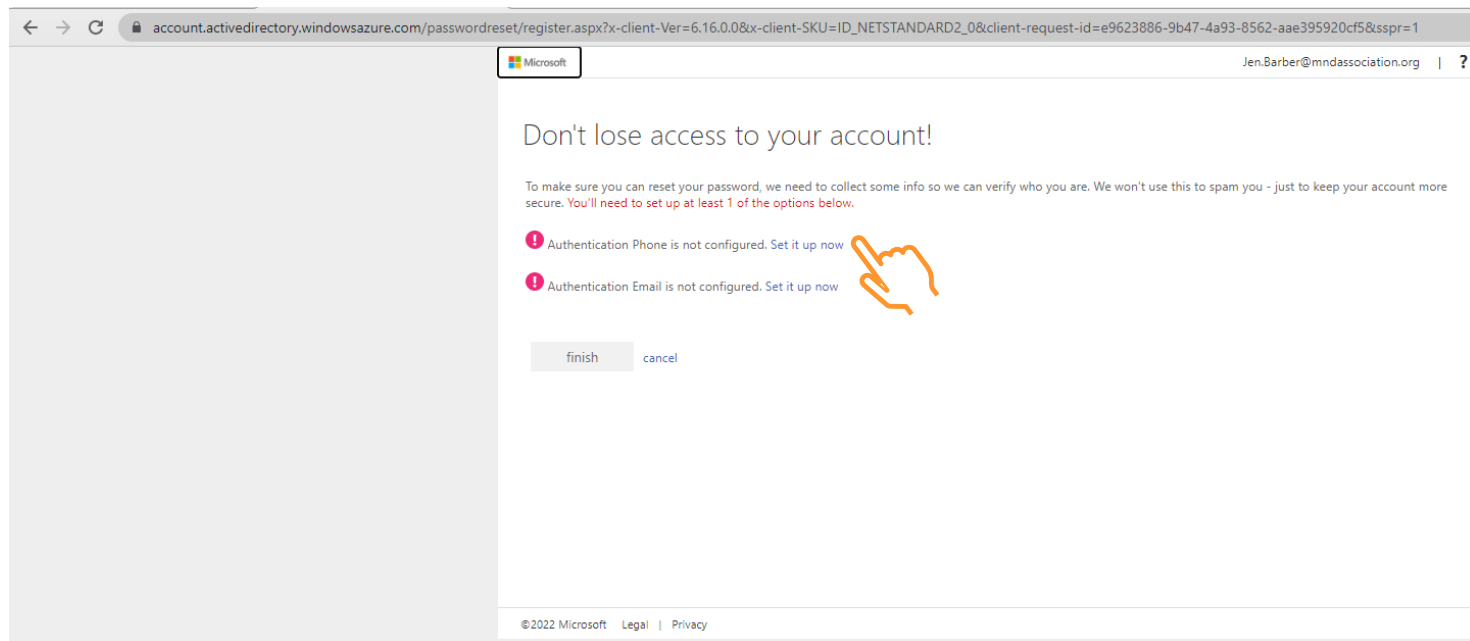
Type the password we provided to you here, this is your current password.

Re-type the password that you would like to use in this box.

The next stage of authentication requires you to authenticate again, this time to ensure you can change your password and not get locked out of your account. **Click** next.



Another screen will load that looks like the below. It is prompting you to enter a phone number and/or an email address. We strongly recommend entering both however, only one is necessary. **Click** set it up now next to the option you would like to set up.



I have clicked on the phone option, so my screen looks like the below (if you clicked email, skip ahead). **Type** your phone number in the below box then **click** either 'text me' or 'call me' depending on your preference.

Microsoft

Don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United Kingdom (+44) ▼

Enter your authentication phone number

text me call me

back

This screenshot shows the initial verification step. A dropdown menu is set to 'United Kingdom (+44)'. Below it is a text input field with the placeholder 'Enter your authentication phone number'. Two buttons, 'text me' and 'call me', are visible. A blue 'back' button is at the bottom. Hand-drawn orange arrows with numbers '1' and '2' point to the phone number input field and the 'text me' button, respectively.

If you clicked 'text me' you will receive a text with a 6-digit code. **Type** that in the box below. Then **click** verify.

Microsoft

Don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United Kingdom (+44) ▼

Phone number

text me call me

We've sent a text message containing a verification code to your phone.

315379

verify try again

back

This screenshot shows the verification step after receiving a code. The dropdown menu remains 'United Kingdom (+44)'. Below it is a 'Phone number' label and a text input field containing the code '315379'. Two buttons, 'text me' and 'call me', are visible. A blue 'verify' button and a 'try again' link are to the right of the input field. A blue 'back' button is at the bottom. Hand-drawn orange arrows with numbers '1' and '2' point to the code input field and the 'verify' button, respectively.

If you chose to receive a phone call you will need to press the **# key** on your phone when you get a phone call, this will verify your phone number.

Don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United Kingdom (+44)

Phone number

text me

call me

We're calling your phone. Please answer it to continue.

back

After this, you will be sent back to the first page. You can see my phone number has been authenticated as there is a green tick next to it. I will now authenticate my email address by clicking **set it up now**. *If you are skipping this step, click finish and move forward.*

Microsoft

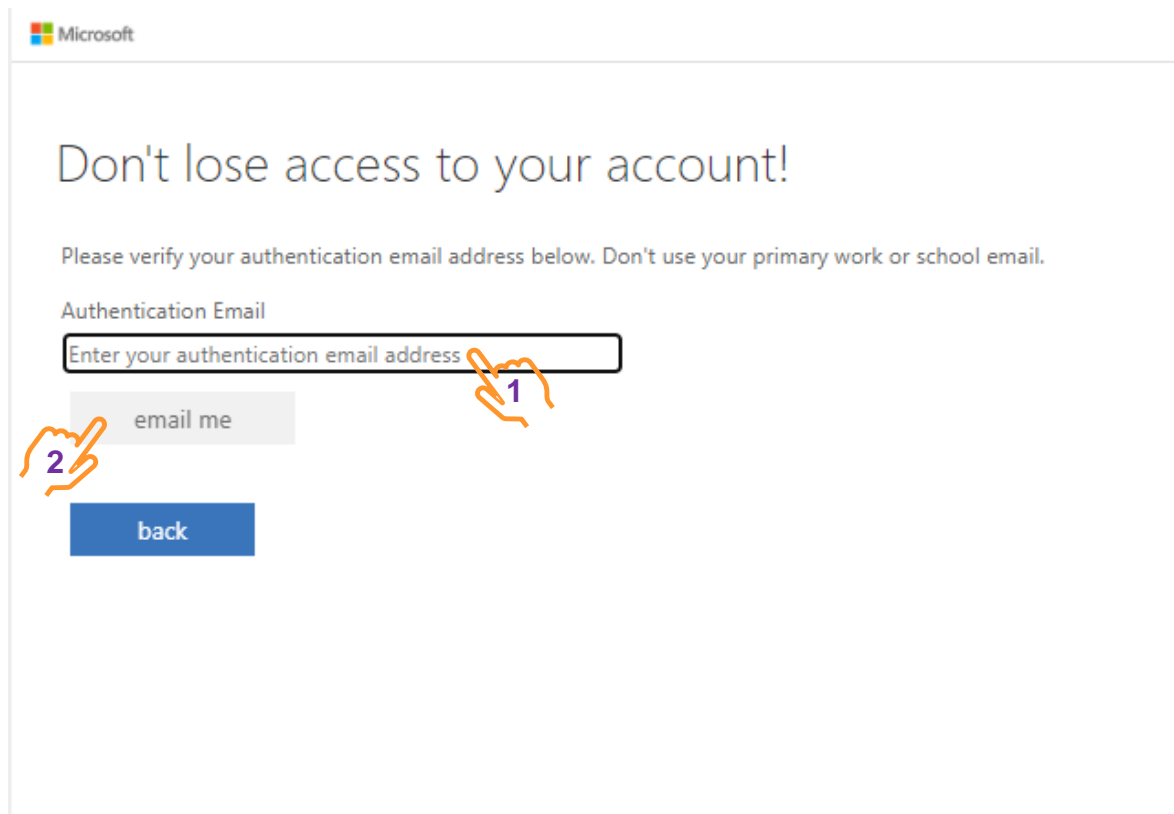
Don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✓ Authentication Phone is set to + Phone number [Change](#)
- ! Authentication Email is not configured. [Set it up now](#)

[finish](#) [cancel](#)

In a similar manner to the phone number, type your existing/personal email address into the box below and click email me.



Microsoft

Don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

1

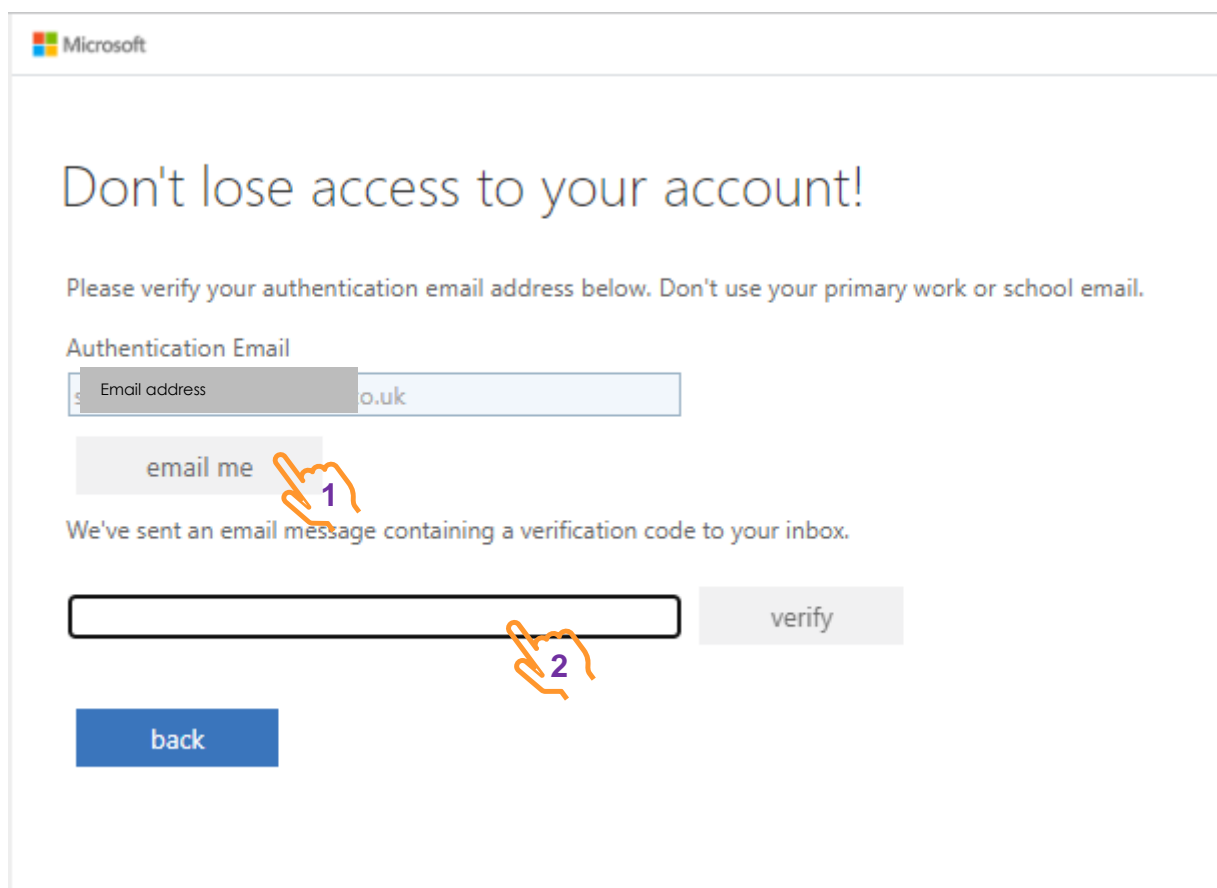
2

email me

back

This screenshot shows the first step of the verification process. It features a text input field with the placeholder text "Enter your authentication email address". A hand icon with the number "1" points to this field. Below the input field is a grey "email me" button, which is pointed to by a hand icon with the number "2". A blue "back" button is located below the "email me" button. The Microsoft logo is in the top left corner.

You will receive a 6-digit number by email to the email address you just typed in. **Type** this 6-digit number into the box below and click 'verify'.



Microsoft

Don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

1

2

email me

We've sent an email message containing a verification code to your inbox.

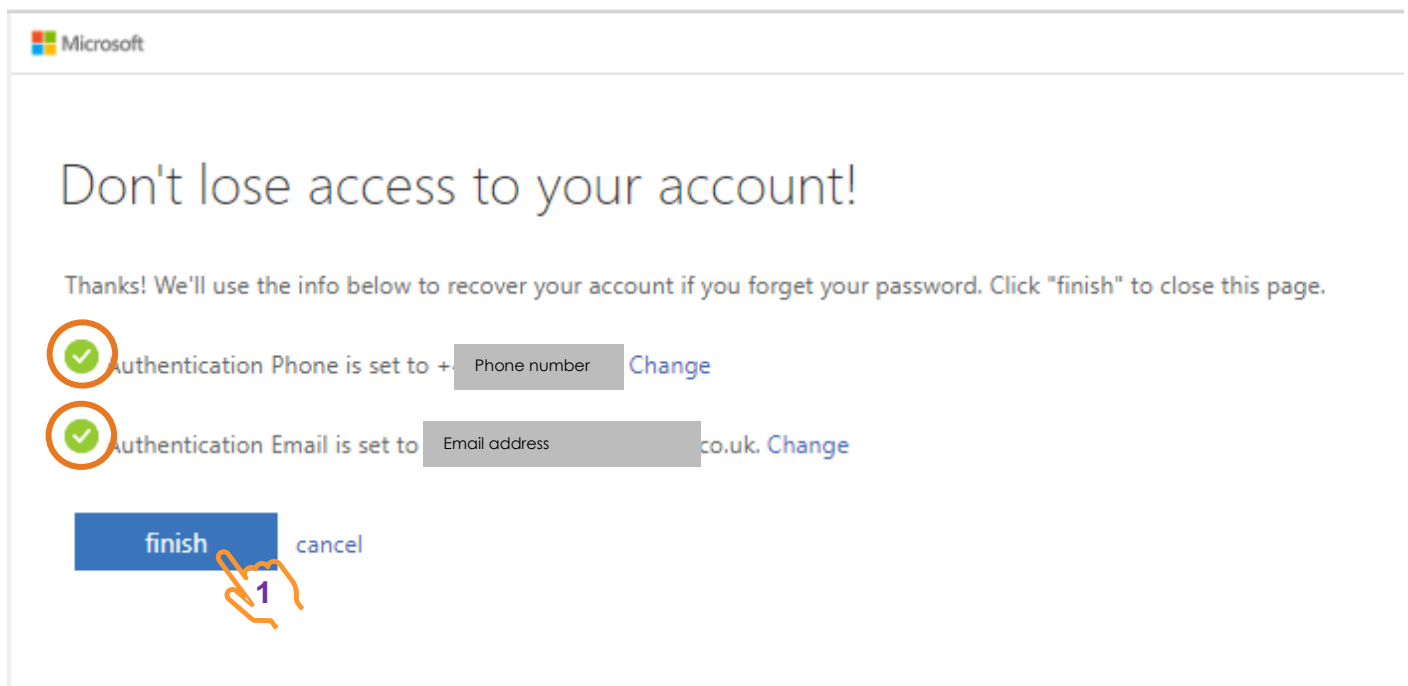
2

verify

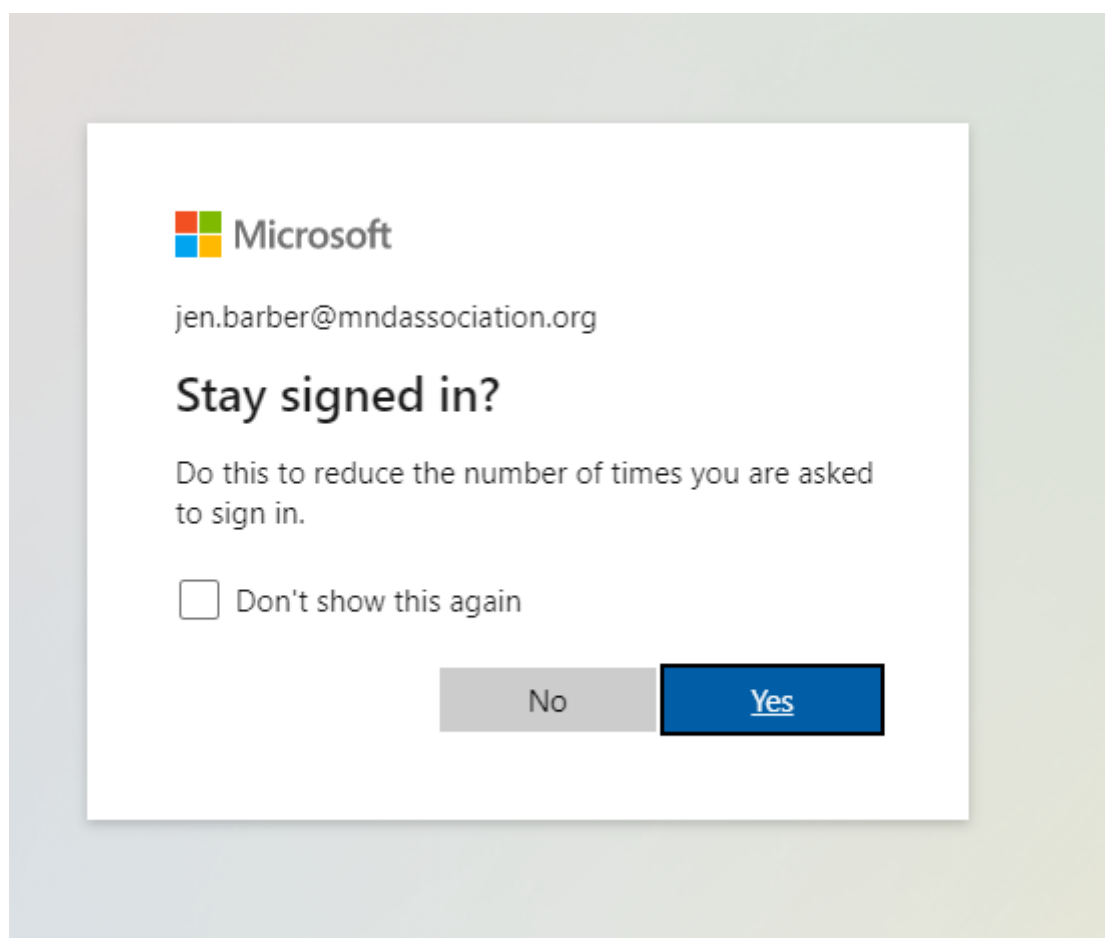
back

This screenshot shows the second step of the verification process. The "Authentication Email" input field now contains a partially visible email address ending in ".o.uk". A hand icon with the number "1" points to the "email me" button. Below this, a message states: "We've sent an email message containing a verification code to your inbox." There is a new empty text input field, which is pointed to by a hand icon with the number "2". To the right of this field is a grey "verify" button. A blue "back" button is at the bottom left. The Microsoft logo is in the top left corner.

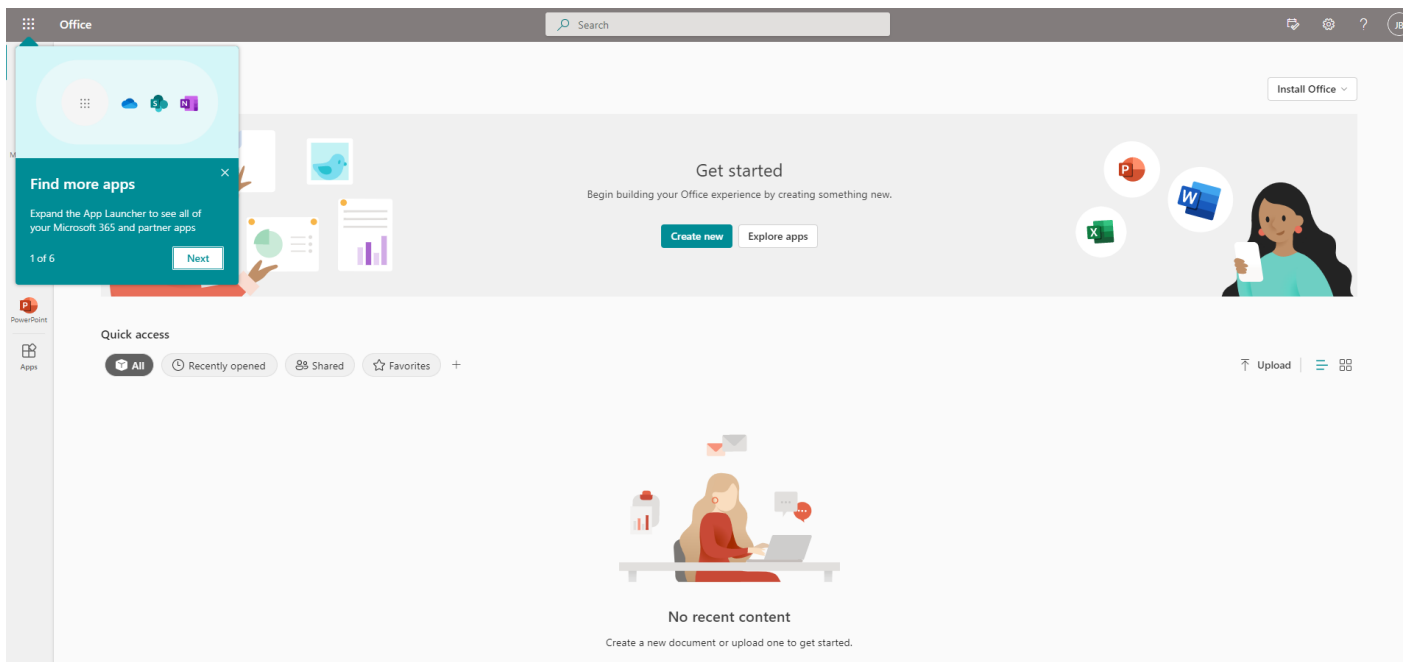
Once you have completed these steps and can see a green tick next to both options, you can then **click finish**.



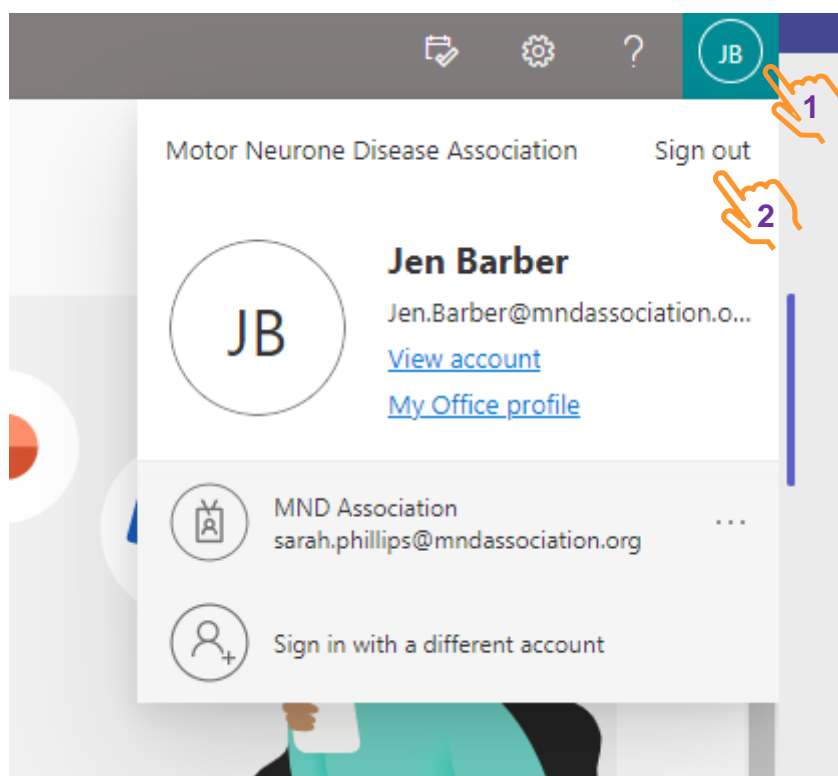
You will now be asked whether you would like to stay signed in. This is good if you are using your personal computer however, if you are sharing a computer or using a public one it is recommended to press no at this stage.



Congratulations! You have successfully signed into your Office.com account for the first time. Remember, next time you log in you will need to use your MND Association email address and the password you just created. The one we provided will no longer be valid.



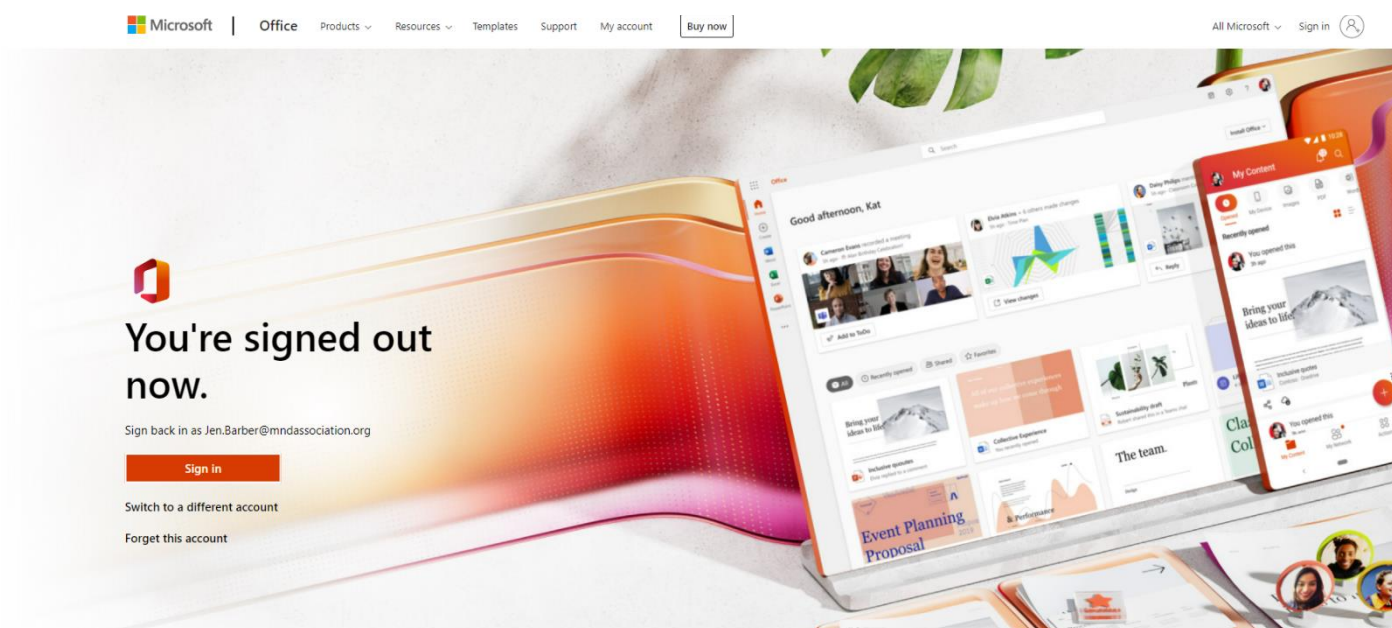
To sign out of your account, look for your initials in the top right-hand corner of the page, click your initials and click sign out as shown below.



Before starting this stage, have you logged in before? If no, go back to "Logging in for the first time" to follow the directions for logging in for the first time.

Signing into Office.com

If you have logged in on this computer before, your email address may already be shown on your screen. If you see it, click sign in. If it isn't your email address, then click switch to a different account.



Enter the password that you created when you signed up for the first time. If you have forgotten this, please email ict@mndassociation.org or call 01604 611813.

Microsoft

jen.barber@mndassociation.org

Enter password

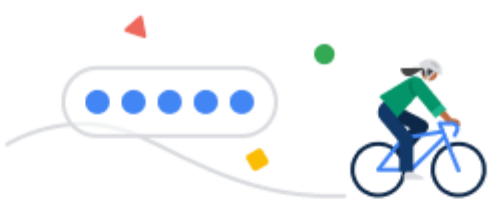
password

[Forgot my password](#)

[Sign in with another account](#)

[Sign in](#)

You may be asked if you would like your username and password saved so that you don't need to type them in next time you log on. This is a good idea if you are using your own, personal computer/device. But if you are using a shared or public computer you should click never to avoid someone accessing your account.



Save password?

Username

Password

Passwords are saved to [Google Password Manager](#) on this device.

Congratulations! You have successfully signed into Office.com. Take a look at some other guides for some helpful tips, and tricks on how to get the most out of your account.