

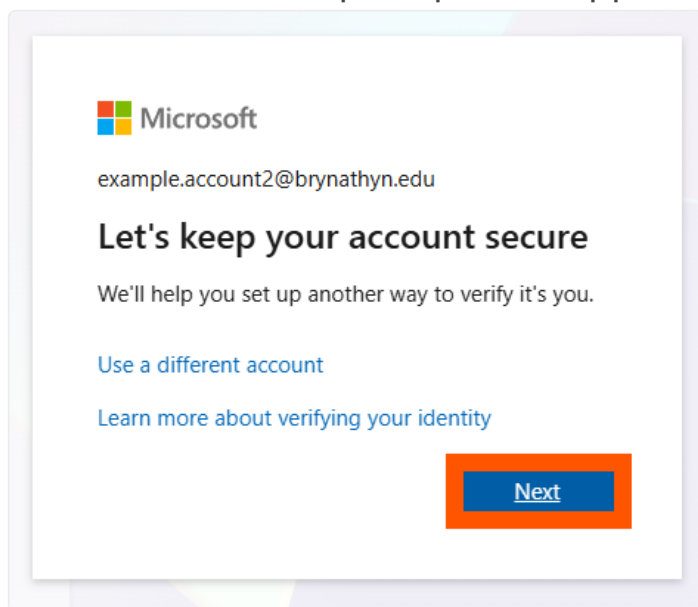
# Setting up your Microsoft Account

The first time you log in to your College Microsoft account, you will have to go through a few additional setup steps. This page will walk you through the process of getting your account ready to use.

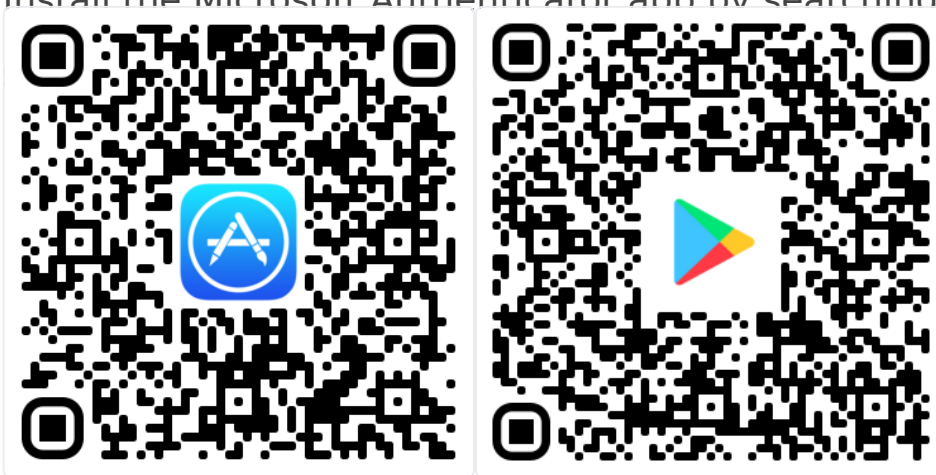
1. Go to [login.microsoftonline.com](https://login.microsoftonline.com).
2. Enter your email and password, as received in your New Account email.

This process is explained slightly more in-depth in [Logging in with Microsoft 365](#), just disregard step 6 in that page for now.

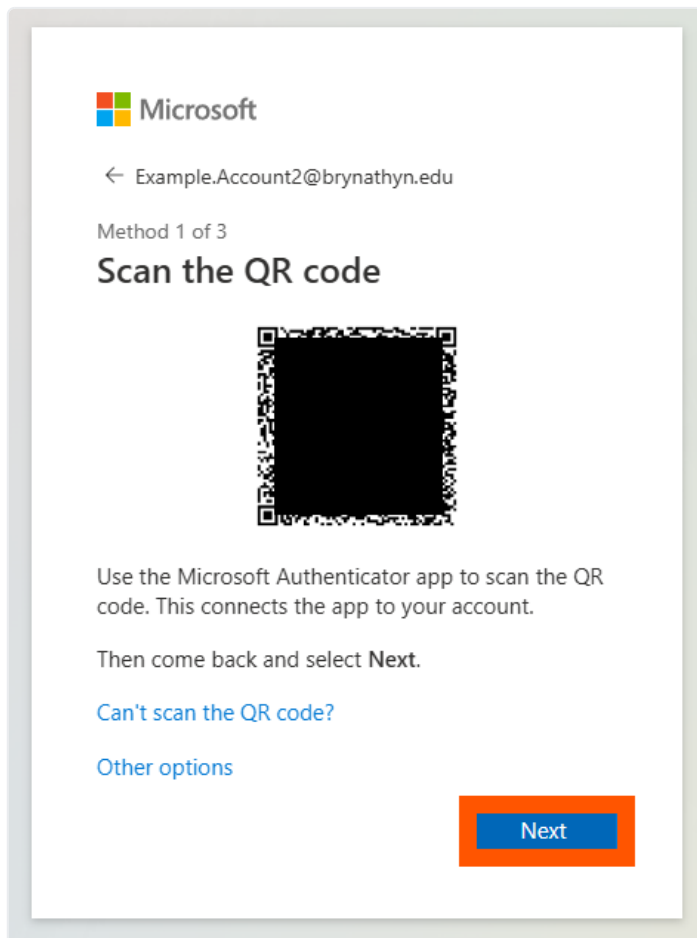
3. Click **Next** on the prompt that appears.



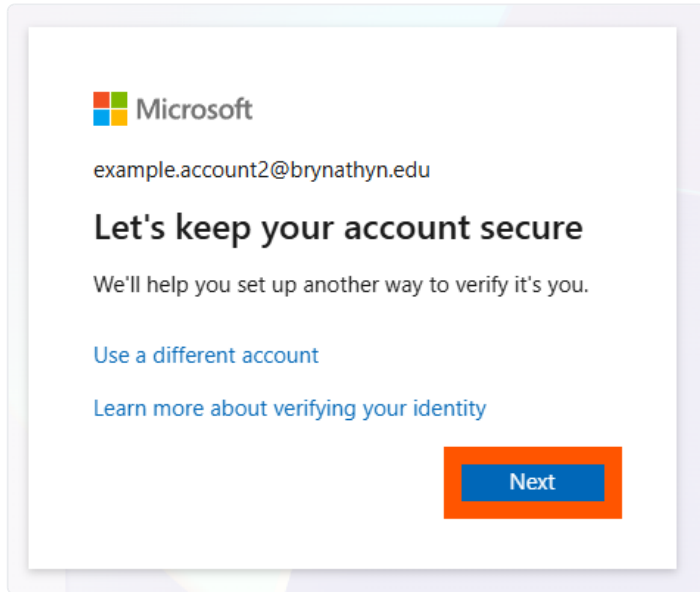
4. Install the Microsoft Authenticator app by searching the mobile app



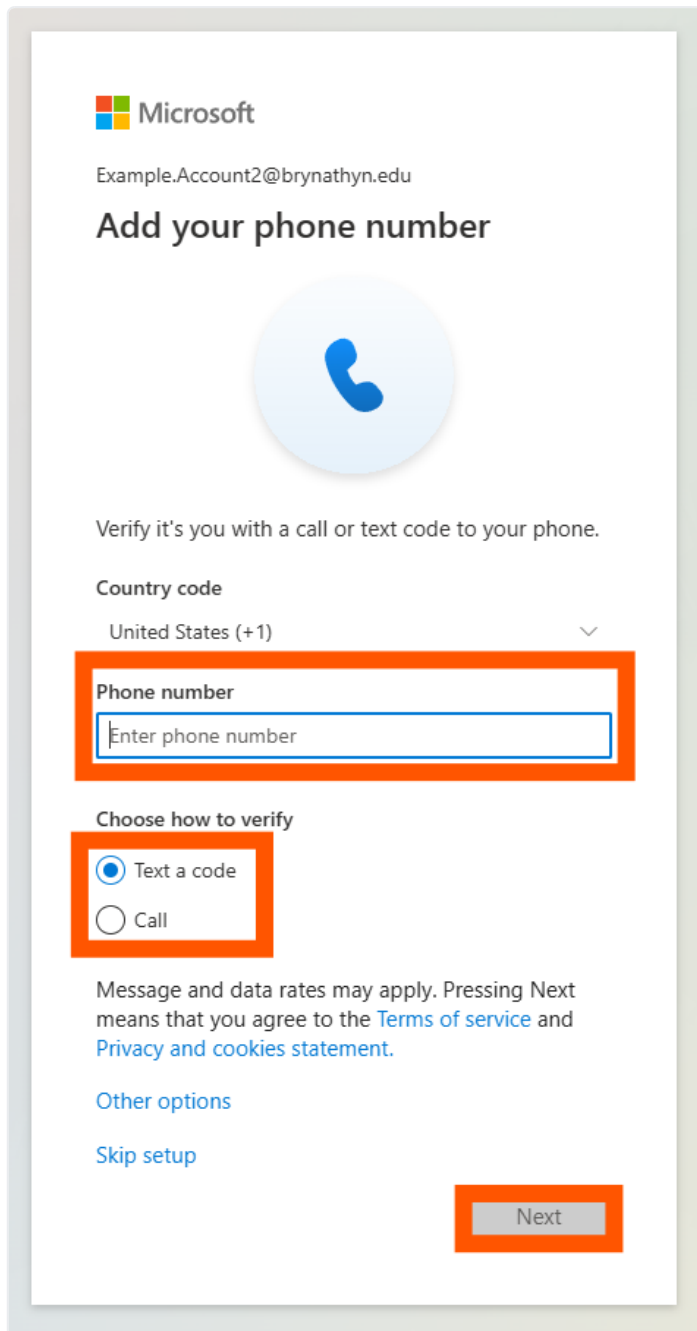
5. Follow the instructions provided on your computer, which will guide you through adding your account in the Authenticator mobile app.
6. Once you have scanned a QR code to add your account, click **Next**.



7. Begin setting up a second method of verification by clicking **Next**.



8. Enter your **phone number** and change the **Country code** if necessary. You can choose either call or text to receive a verification code. Click **Next**.




The screenshot shows a Microsoft account verification screen. At the top left is the Microsoft logo. Below it, the email address "Example.Account2@brynathyn.edu" is displayed. The main heading is "Add your phone number", accompanied by a blue telephone handset icon inside a light blue circle. Below the icon, the text reads "Verify it's you with a call or text code to your phone." The "Country code" section shows "United States (+1)" with a dropdown arrow. A text input field for the "Phone number" is highlighted with an orange border and contains the placeholder text "Enter phone number". Underneath, the "Choose how to verify" section has two radio button options: "Text a code" (which is selected and highlighted with an orange border) and "Call". A disclaimer states: "Message and data rates may apply. Pressing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." At the bottom left, there are links for "Other options" and "Skip setup". At the bottom right, a "Next" button is highlighted with an orange border.

Microsoft

Example.Account2@brynathyn.edu

## Add your phone number



Verify it's you with a call or text code to your phone.

Country code

United States (+1) ▾

Phone number

Enter phone number

Choose how to verify

Text a code

Call

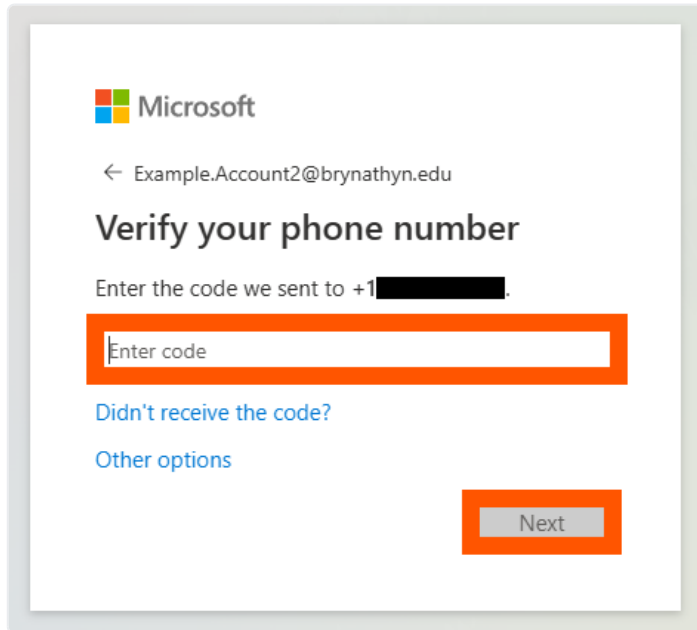
Message and data rates may apply. Pressing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Other options](#)

[Skip setup](#)

Next

9. Enter the code you received, then click **Next**.



10. Click **Done**, then click **Done**.

You're done setting up Multi-Factor Authentication for your account, but there are a couple more things to do. Refer to the instructions below to finish the last steps of the process.

1. Change your password from the temporary one to one of your choice. Follow the instructions in the page [Resetting your Password](#).

**This is absolutely required**, as Helpdesk technicians will continue to have access to the temporary password you were sent.

2. Install the suite of Microsoft 365 desktop applications. Follow the instructions in the page [Installing Microsoft 365](#).

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