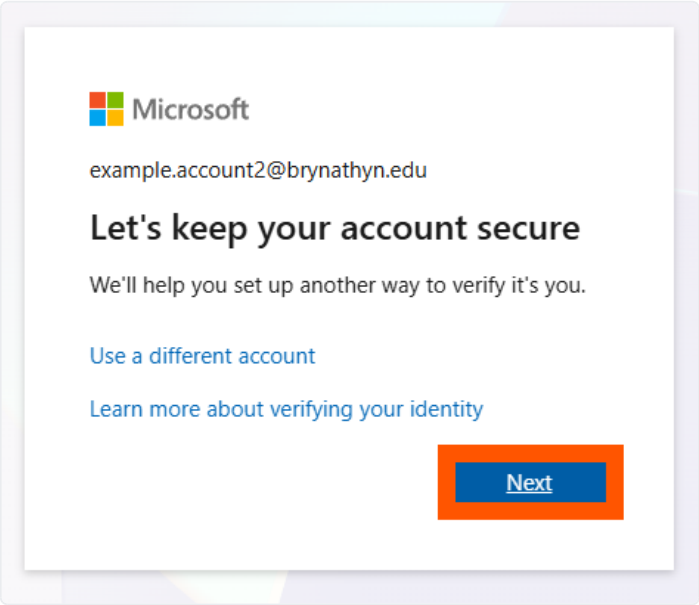
Setting up your Microsoft account

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.
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.

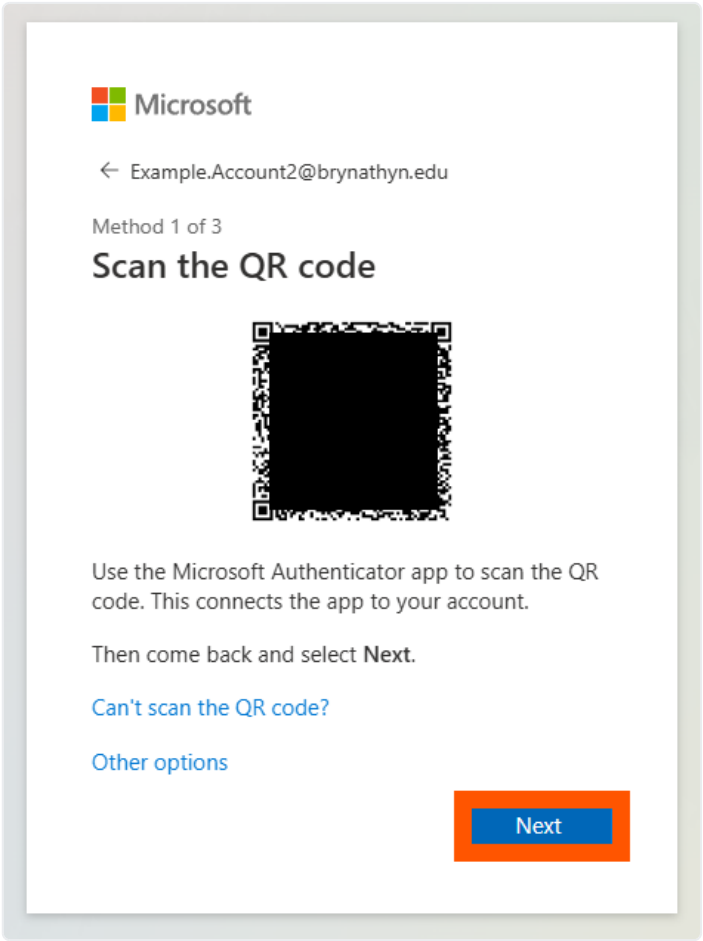
3. Click **Next** on the prompt that appears.



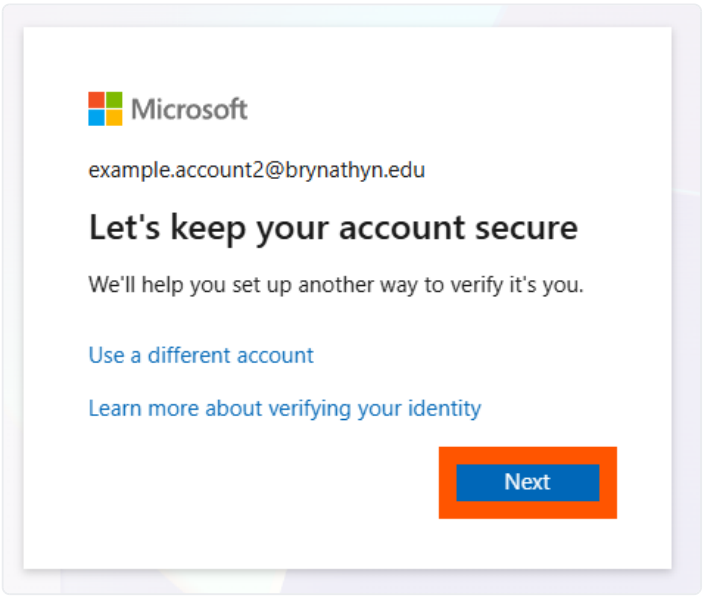
4. Install the Microsoft Authenticator app by searching the mobile app

5. Follow the instructions provided on your computer, which will guide you through adding your account in the Authenticator app.

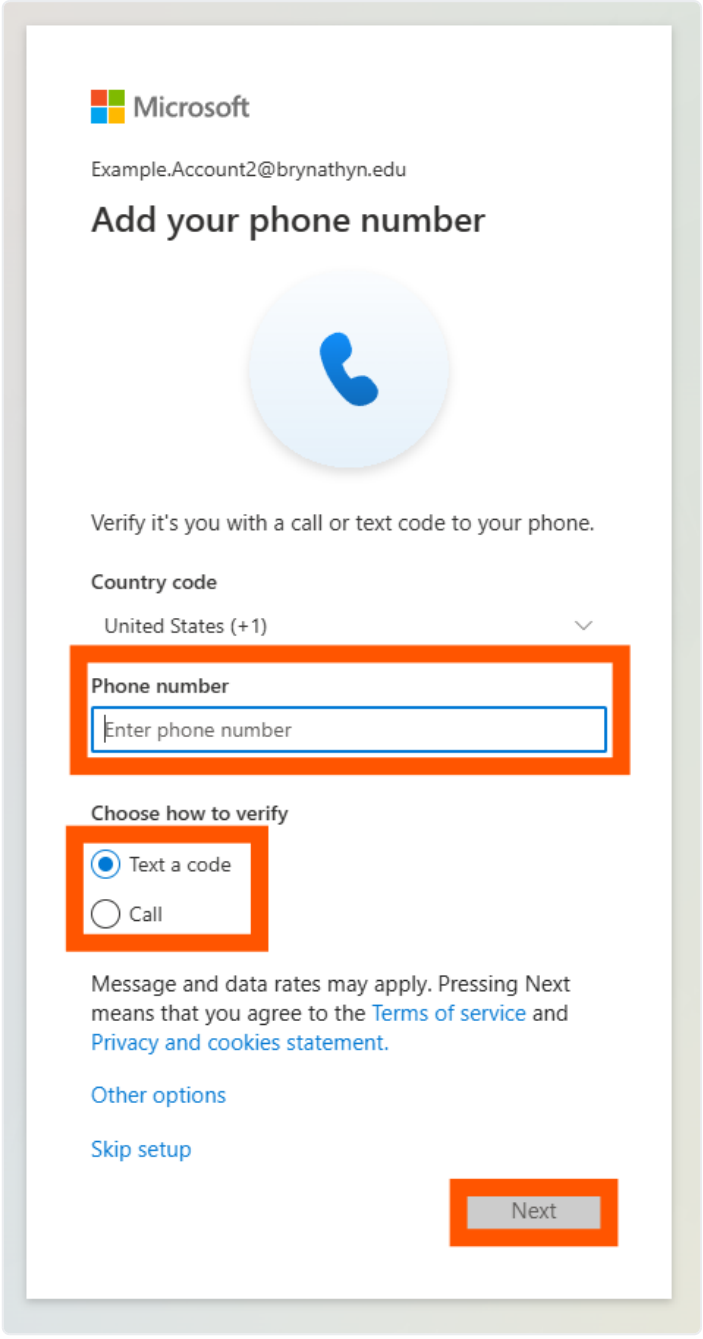
6. Once you have scanned a QR code to add your account, click **Next**.



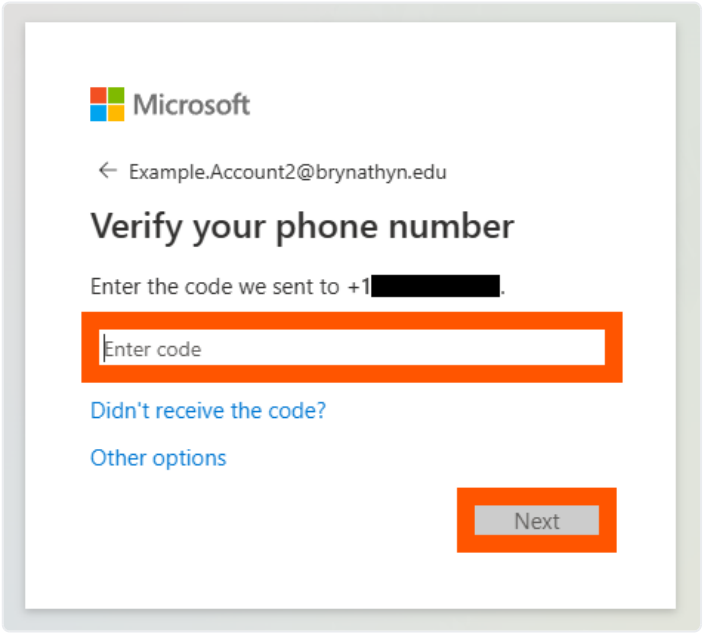
7. Begin setting up a second method of verification by clicking **Next**.



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**.



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



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

11. Change your password from the temporary one to a permanent one of your choice.

    a. Go to https://mysignins.microsoft.com/security-info/password/change

    b. Log in with your account using your temporary password.

    c. Enter your new password, confirm it, and click **Submit**.

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

12. **Optional but helpful**: install Microsoft 365 desktop apps such as Outlook, PowerPoint, and Word by following the instructions in Installing Microsoft 365.

Please respond to the**New Account** email from the Helpdesk to confirm that you have completed this process. After doing so, you're done setting up your Microsoft account!

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