

# Office 365 Migration Walkthrough

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## Overview

This document will walk you through logging into Office 365 for the first time and configuring your multi-factor authentication used for both your account and for password resets.

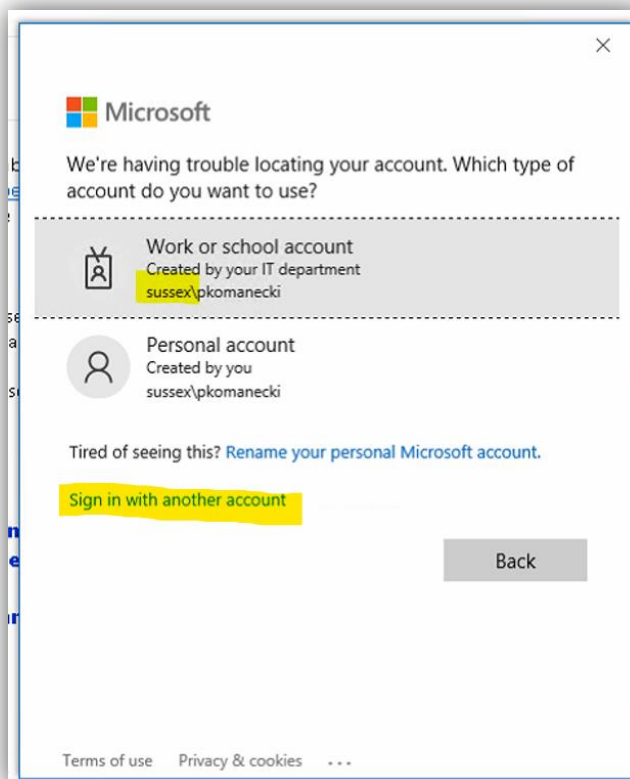
- Username = Your full @sussex.edu email address.
- Password = Your computer password
- Webmail login = <https://outlook.office.com>

## Logging into Outlook and Registering for Multi-Factor Authentication

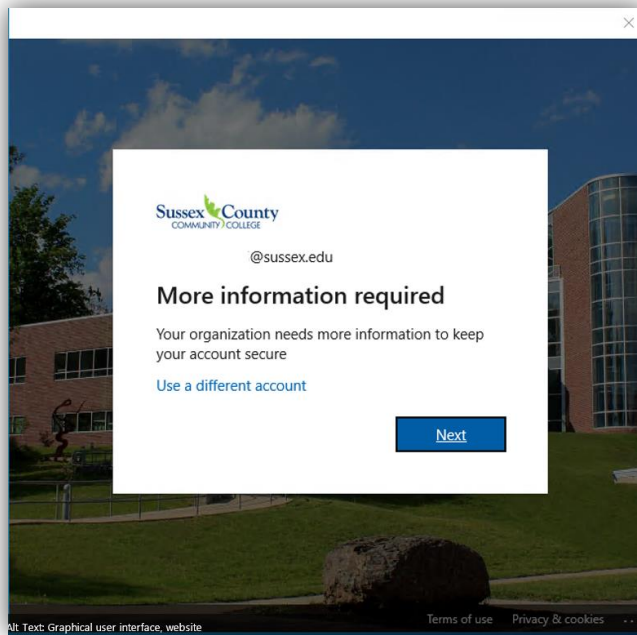
1. After you have been migrated, launch Outlook
2. Once Outlook launches and tries to connect, an Office 365 login window should appear.
  - a. If it doesn't, click on **Need Password** in the bottom right corner of Outlook.



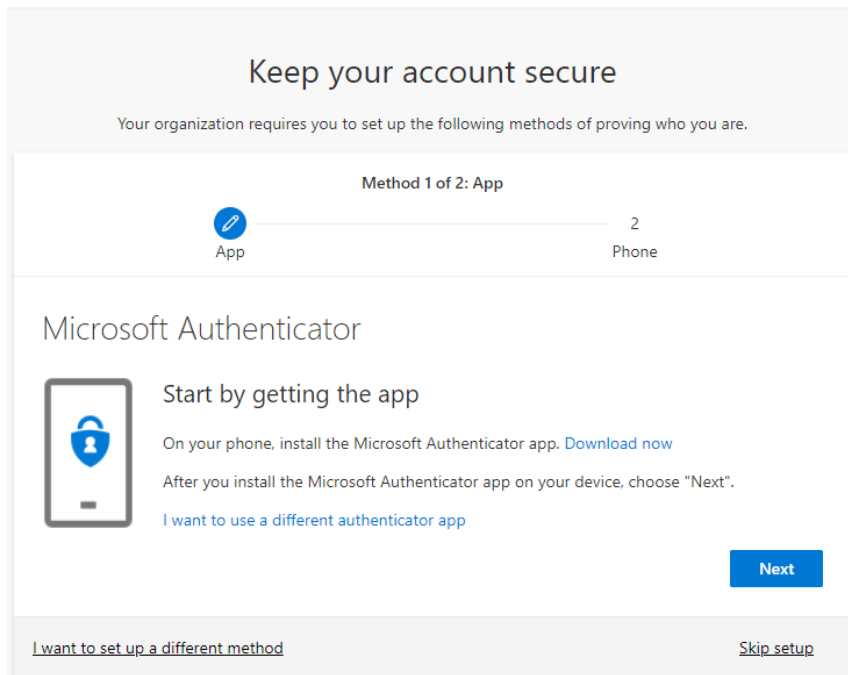
3. Once the Office 365 login window appears log in using your Office 365 credentials (Sussex email address and computer password)
  - a. If you see the following window, click on **Sign in with Another Account** and enter your Office 365 credentials.



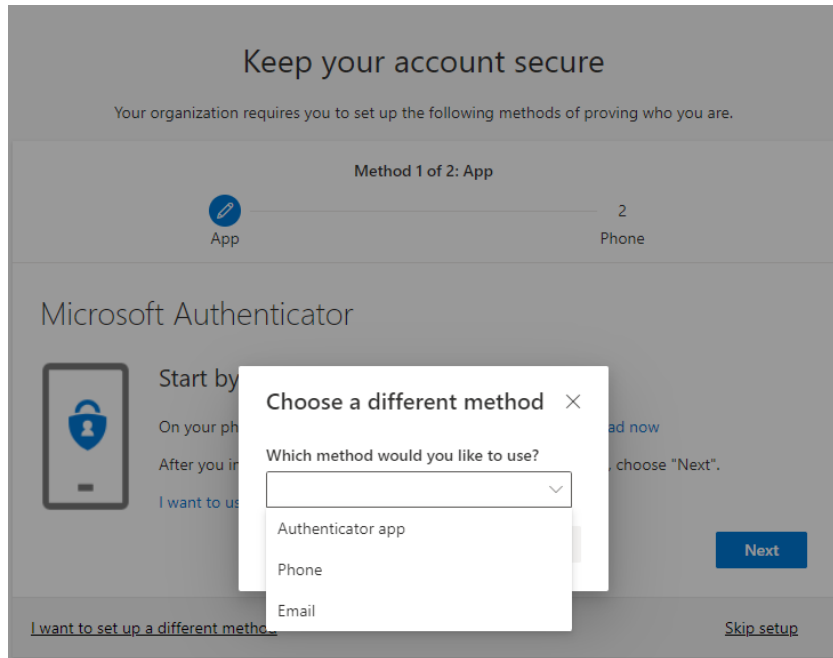
4. On the More Information Required screen, click Next



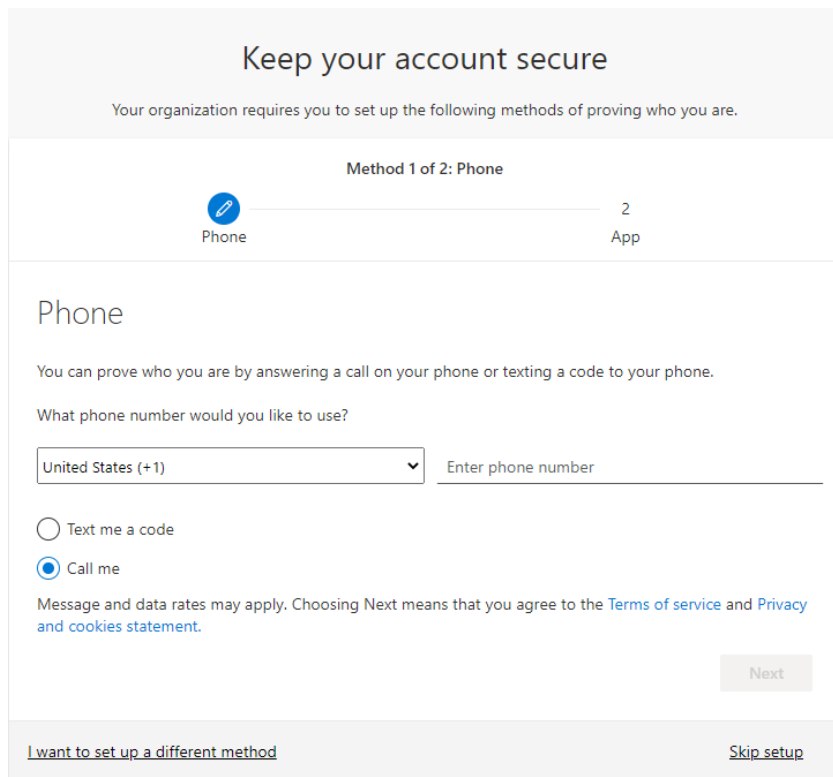
5. On the Keep Your Account Secure screen, download the Authenticator app on your mobile device. For instructions on how to install, click on the link provided or the **Download Now** link. Click **Next**.
  - a. Recommended method: [Microsoft Mobile Phone Authenticator App | Microsoft Security](#)  
**Please skip to Step 6**



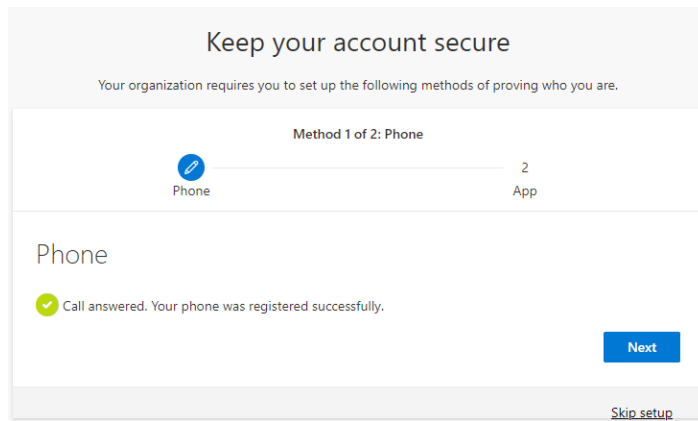
- b. Alternative option – to authenticate by a phone call. Please click on **I want to set up a different method**, select **Phone** and follow screenshots below.



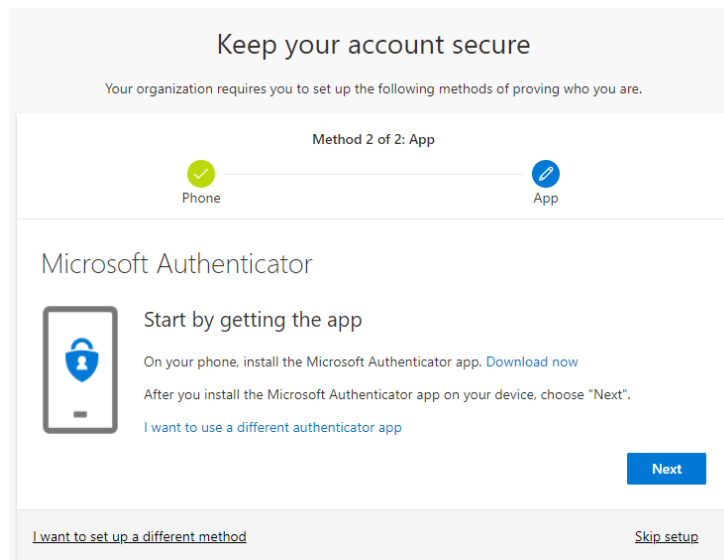
Then check **Call me** option and enter a phone number and click on **Next**. You will receive a call with directions to proceed.



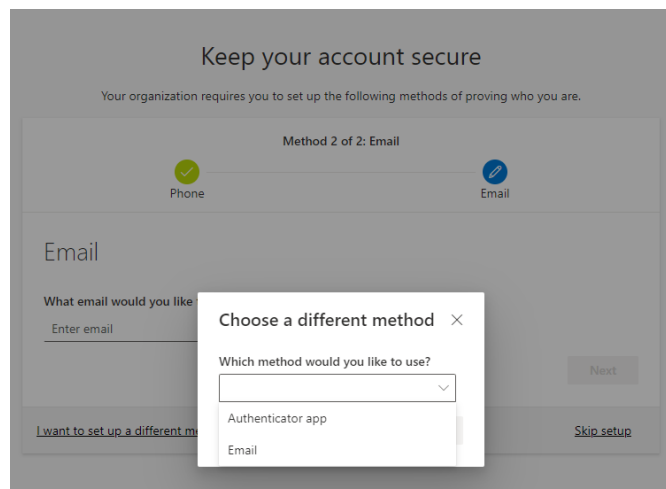
Upon successful confirmation you will see the following window:



If you do not wish to set Microsoft Authenticator, you have an option to click on **I want to set up a different method**



After clicking next, you will be asked to set up password reset method. Available options are email or an Authenticator app:



To proceed with an email address (used for password resets), follow the steps below:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Email

Phone Email

Email

What email would you like to use?

Enter email

Next

[I want to set up a different method](#) [Skip setup](#)

After entering your email address, you will receive a code to that address, please copy and enter it

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: Email

Email Phone

Email

We just sent a code to the email address you entered.

Enter code

[Resend code](#)

Next

[I want to set up a different method](#) [Skip setup](#)

Completed process:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Done

Email Phone

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

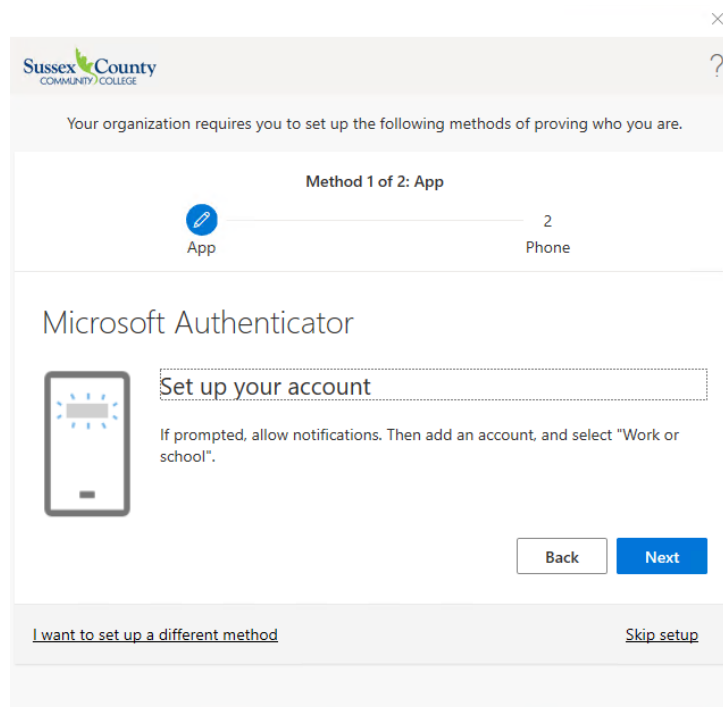
**Default sign-in method:** Phone - call

Phone +1

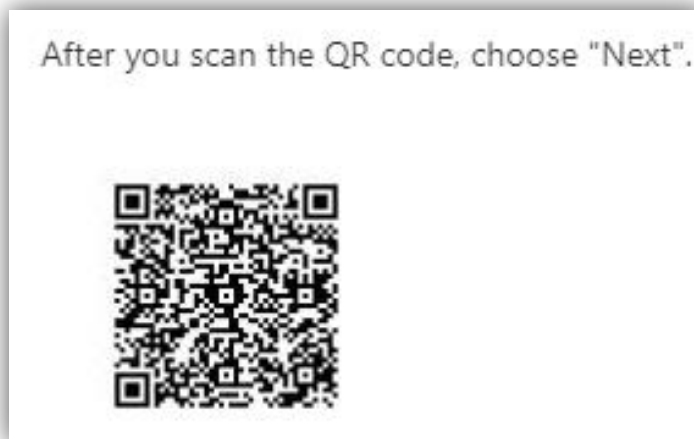
Email

Done

6. Click **Next** to set up your account

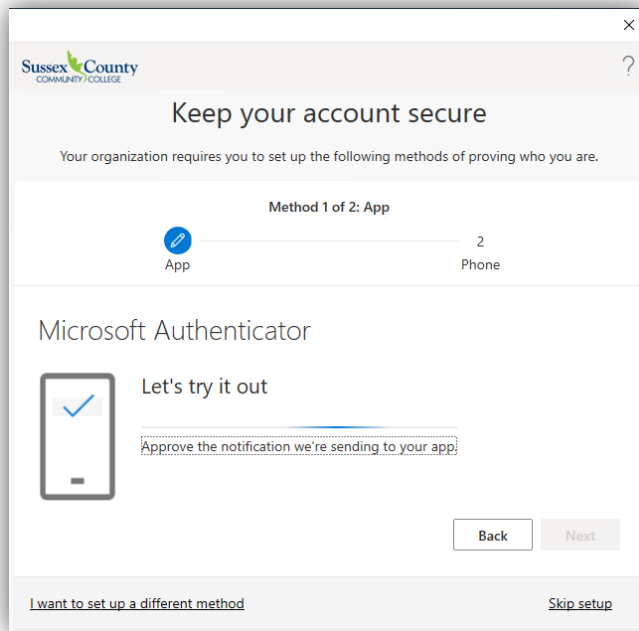


7. A QR code will appear on your computer screen.

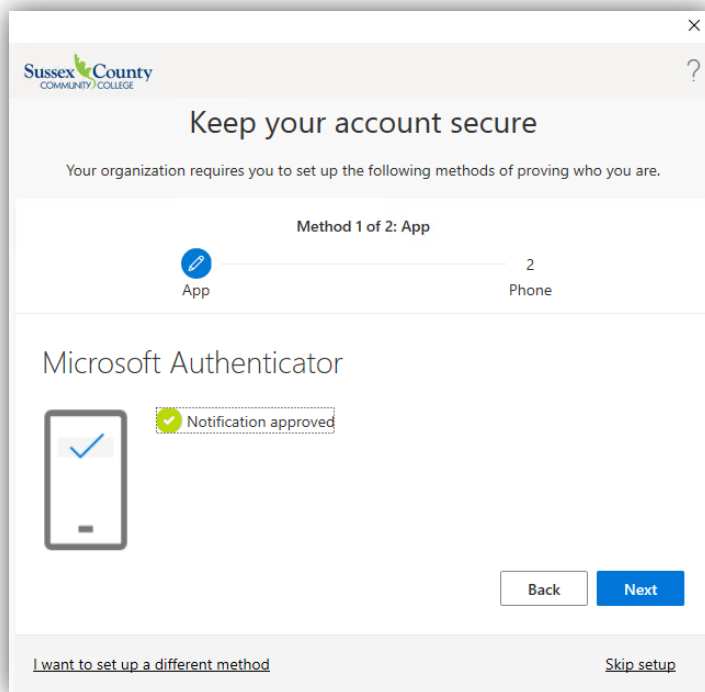


8. On your mobile device, launch the Authenticator app
  - a. Click the + to add an account
  - b. Click on Work or School Account
  - c. Scan the QR code
9. Click **Next** on your computer

10. Click **Approve** notification on your mobile device

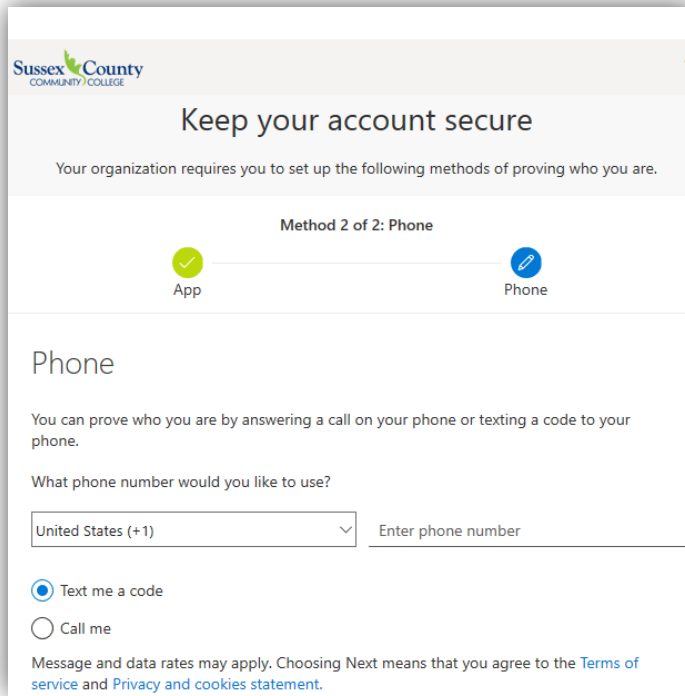


11. Click **Next** once the notification was approved





12. On the **Keep your account secure screen**, enter your mobile phone number to receive a text message for verification. You can also select the option to receive a call for verification.



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## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

### Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

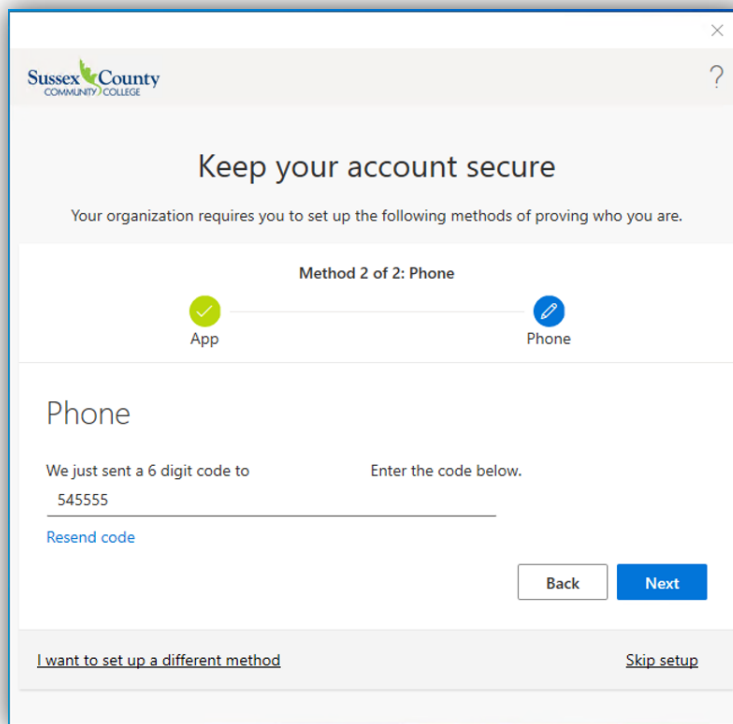
What phone number would you like to use?

United States (+1) Enter phone number

Text me a code  
 Call me

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

13. Click Next once you enter your code



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## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

### Phone

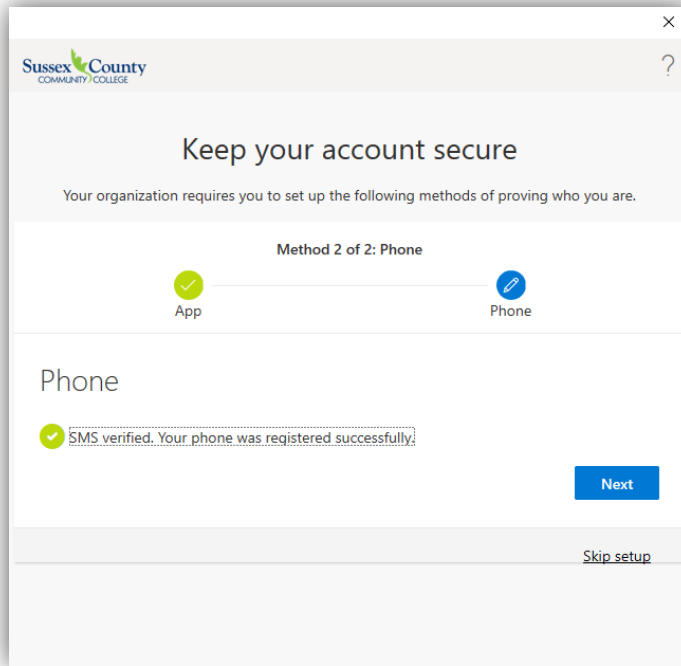
We just sent a 6 digit code to 545555 Enter the code below.

Resend code

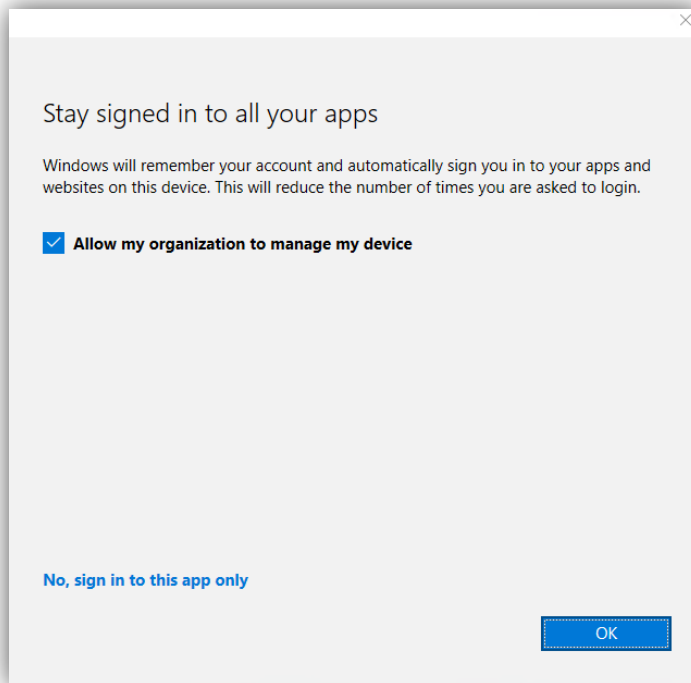
Back Next

[I want to set up a different method](#) [Skip setup](#)

14. Click **Next** and click **Done**



15. If the following window appears, make sure **Allow my organization to manage my device** and click **OK**



16. Outlook should now connect.

## Configuring Mobile Email

After the migration, you will need to remove your @sussex.edu email from your phone and add it back. We highly recommend you use the Outlook mobile app over the built-in mail app on your iOS/Android device.

Sussex email using the Outlook app on iOS

- [Set up an Outlook account in the iOS Mail app \(microsoft.com\)](#)

Sussex email using the Outlook app on Android

- [Set up email in the Outlook for Android app \(microsoft.com\)](#)

Sussex email using the built-in mail app on iOS

- [Set up an Outlook account on the iOS Mail app \(microsoft.com\)](#)

Sussex email using the built-in mail app on Android

- [Set up email in Android email app \(microsoft.com\)](#)