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.

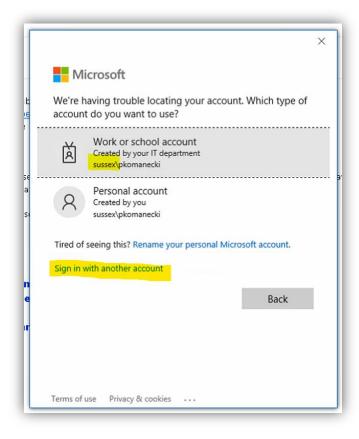
- Username = Your full @sussex.edu email address.
- Password = Your computer password
- Webmail login = <u>https://outlook.office.com</u>

Logging into Outlook and Registering for Multi-Factor Authentication

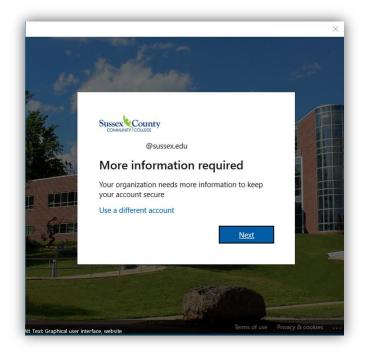
- 1. After you have been migrated, launch Outlook
- 2. Once Outlook launches and tries to connect, an Office 365 login window should appear.
 - a. If it doesn't, click on **Need Password** in the bottom right corner of Outlook.



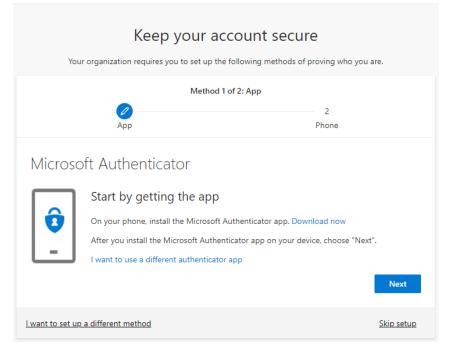
- 3. Once the Office 365 login window appears log in using your Office 365 credentials (Sussex email address and computer password)
 - a. If you see the following window, click on **Sign in with Another Account** and enter your Office 365 credentials.



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: <u>Microsoft Mobile Phone Authenticator App | Microsoft Security</u> Please skip to Step 6



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.

	Keep your account secur requires you to set up the following methods of	
	Method 1 of 2: App	- 2
Арр		Phone
Microsoft Authe	enticator	
Start by On your ph	Choose a different method $~\times~$	ad now
After you in	Which method would you like to use?	, choose "Next".
LE I want to us	Authenticator app Phone	Next
<u>l want to set up a different me</u>	Email the _~	<u>Skip setup</u>

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

Keep your account secure
Your organization requires you to set up the following methods of proving who you are.
Method 1 of 2: Phone
Phone 2 App
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)
◯ 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.
Next
I want to set up a different method Skip setup

Upon successful confirmation your will see the following window:

Keep your accour Your organization requires you to set up the follow		
Method 1 of 2: Phone		
 Ø 	2	
Phone	Арр	
Phone		
✓ Call answered. Your phone was registered successfully.		
	Next	
	Skip setup	

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

Yc	Keep your	account secure	
	Meth Phone	od 2 of 2: App	Ø App
Micros	Oft Authenticator Start by getting the ap On your phone, install the Micros After you install the Microsoft Au I want to use a different authenti	soft Authenticator app. Down	
l want to set u	up a different method		<u>Skip setup</u>

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

	Keep your account secure	
Your organization	requires you to set up the following methods of proving w Method 2 of 2: Email	no you are.
Phor	e Email	
Email		
What email would you like	_	
Enter email	Choose a different method $~ imes$	
	Which method would you like to use?	
<u>l want to set up a different m</u>		<u>Skip setup</u>
	Email	

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

Keep your account sec	ure
Your organization requires you to set up the following methods	of proving who you are.
Method 2 of 2: Email	
Phone	2 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

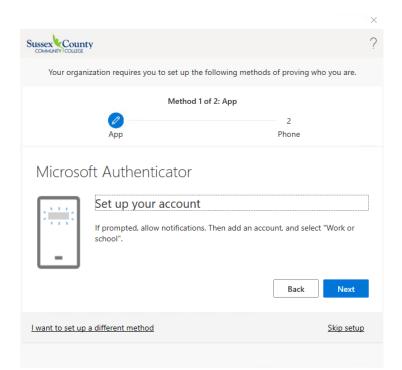
Your organization requires you to set up the following methods of proving who you are.		
Method 1 of 2: E	mail	
2 Email	Phone	
Email		
We just sent a code to date on Tonorow International for the sent of the sent		
Resend code		
	Next	
l want to set up a different method	Skip setup	

Completed process:

Keep your account set Your organization requires you to set up the following meth	
Method 2 of 2: Done	Phone
SUCCESS! Great job! You have successfully set up your security info. Choose "Dor Default sign-in method: Phone - call	ne" to continue signing in.

Keep your account secure

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

		×
		?
	Keep your account secure	
Your organization	requires you to set up the following methods of proving who y	ou are.
	Method 1 of 2: App	
F	2 Phone	
Let	uthenticator 's try it out ove the notification we're sending to your app; Back	Next
l want to set up a differ	rent method S	<u>kip setup</u>

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

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	^
Sussex County	?
Keep your account secure	
Your organization requires you to set up the following methods of proving who you are.	
Method 1 of 2: App	
2	
App Phone	
Microsoft Authenticator Notification approved Back Next	
I want to set up a different method Skip setu	цр

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.

	×	
Sussection	?	
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) V 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

	×
Sussex County	?
Keep your account secure	
Your organization requires you to set up the following methods of proving who you a	re.
Method 2 of 2: Phone	
Ø	
App Phone	
Phone	
We just sent a 6 digit code to Enter the code below. 545555	
Resend code	
Back	ext
I want to set up a different method Skip s	etup

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

	×
Sussex County	?
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	
лур поле	
Phone	
SMS verified. Your phone was registered successfully.	
	Next
	Skip setup

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

	×
Stay signed in to all your apps	
Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.	
Allow my organization to manage my device	
No, sign in to this app only	
OK	
	1

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

• <u>Set up an Outlook account on the iOS Mail app (microsoft.com)</u>

Sussex email using the built-in mail app on Android

• <u>Set up email in Android email app (microsoft.com)</u>