

Office 365 Migration Walkthrough

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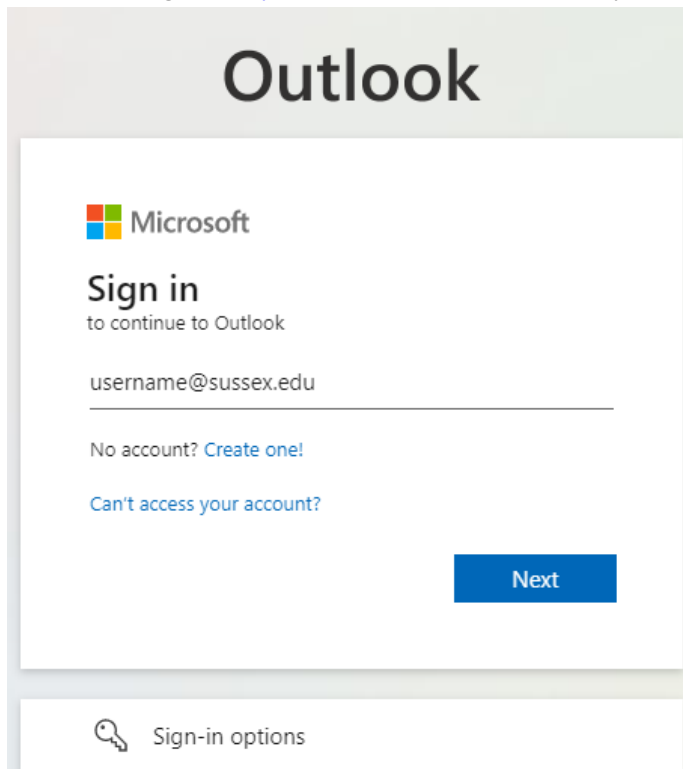
Overview

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>

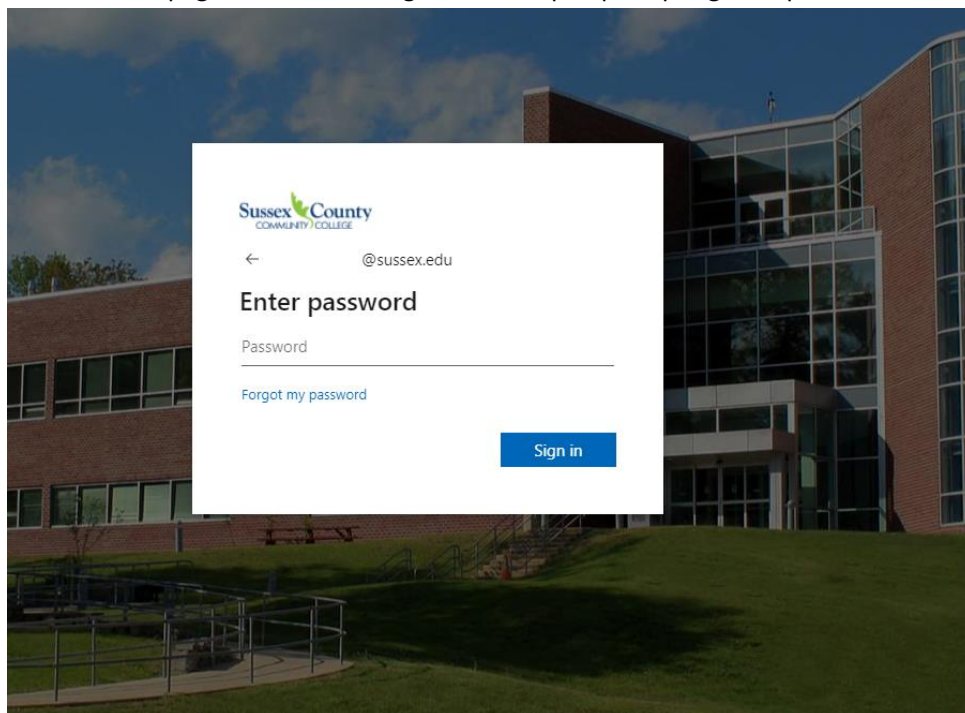
Logging into a webmail and registering for Multi-Factor Authentication

1. In a browser, go to <https://outlook.office.com>, enter your email, and click “Next”



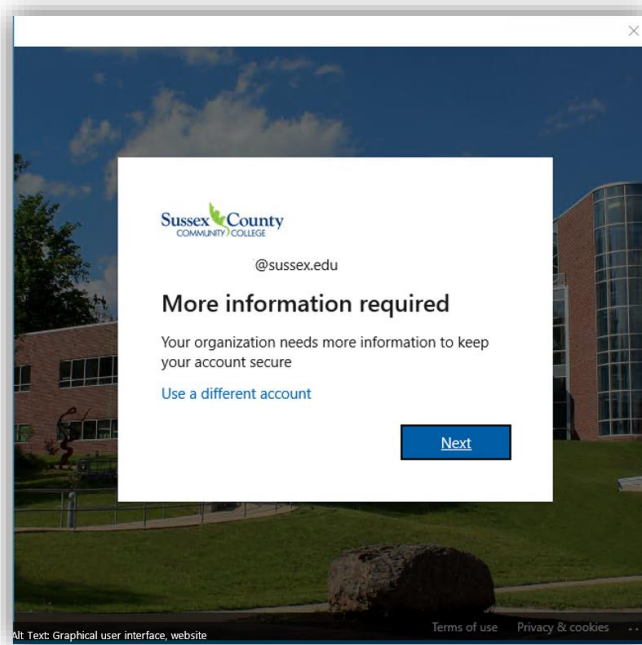
The screenshot shows the Outlook sign-in page. At the top, the word "Outlook" is displayed in a large, bold, black font. Below it, the Microsoft logo is followed by the text "Microsoft". The main heading is "Sign in" in a bold, black font, with the subtext "to continue to Outlook" below it. A text input field contains the placeholder "username@sussex.edu". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". A blue button labeled "Next" is positioned at the bottom right of the sign-in area. At the bottom of the page, there is a section titled "Sign-in options" with a key icon.

2. An Office 365 page with SCCC background will open prompting for a password. Enter your password.

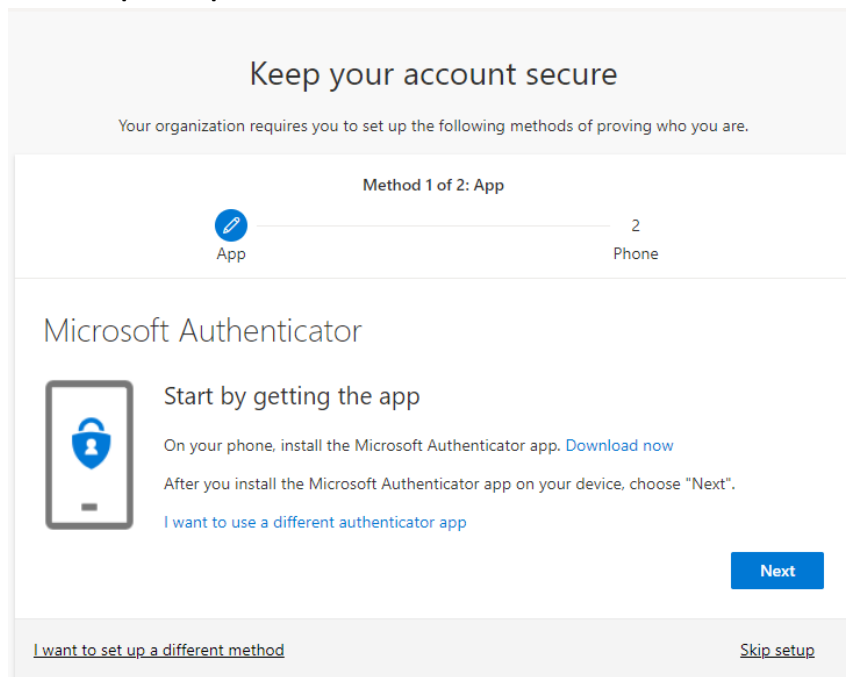


The screenshot shows a password prompt window overlaid on a background image of a brick building with large glass windows. The window has the Sussex County Community College logo at the top left. Below the logo, there is a back arrow and the text "@sussex.edu". The main heading is "Enter password" in a bold, black font. Below it, there is a text input field labeled "Password". A link "Forgot my password" is located below the input field. A blue button labeled "Sign in" is positioned at the bottom right of the password prompt.

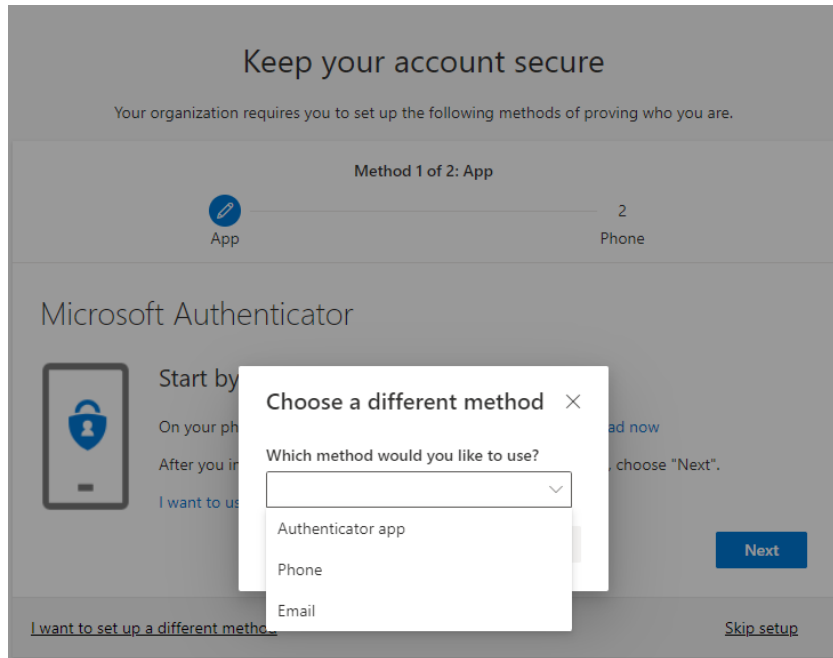
3. On the More Information Required screen, click Next



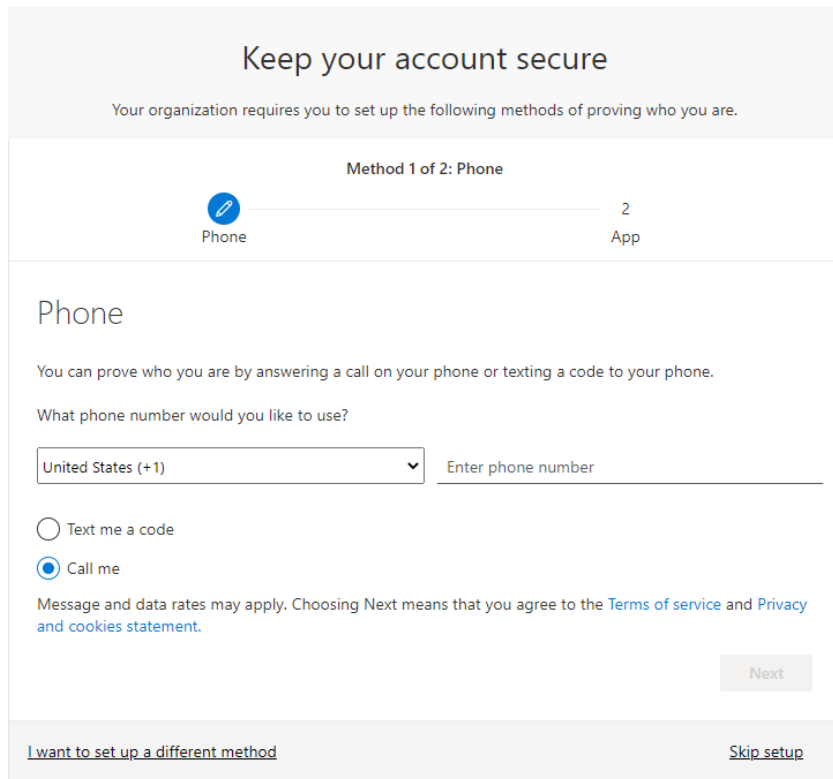
4. On the Keep Your Account Secure screen, download the Authenticator app on your mobile device. For instructions on how to install, click on the link provided or the **Download Now** link. Click **Next**.
 - a. Recommended method: [Microsoft Mobile Phone Authenticator App | Microsoft Security](#)
Please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



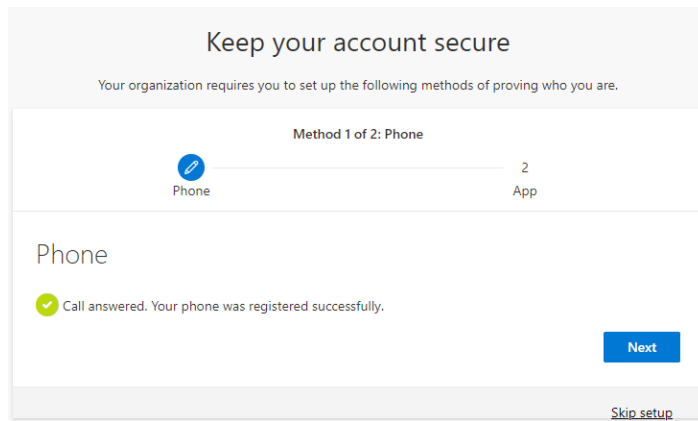
- b. Alternative option – to authenticate by a phone call. Please click on **I want to set up a different method**, select **Phone** and follow screenshots below.



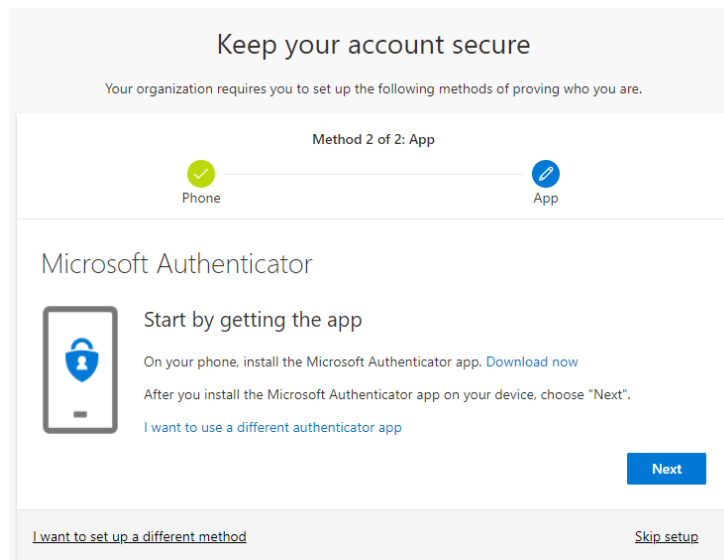
Then check **Call me** option and enter a phone number and click on **Next**. You will receive a call with directions to proceed.



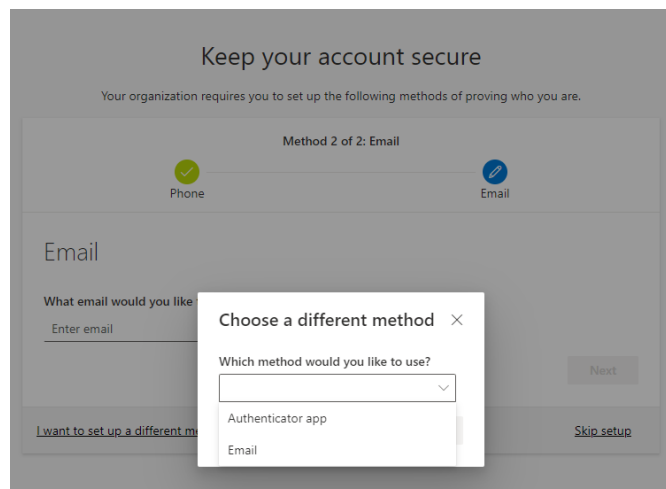
Upon successful confirmation you will see the following window:



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.

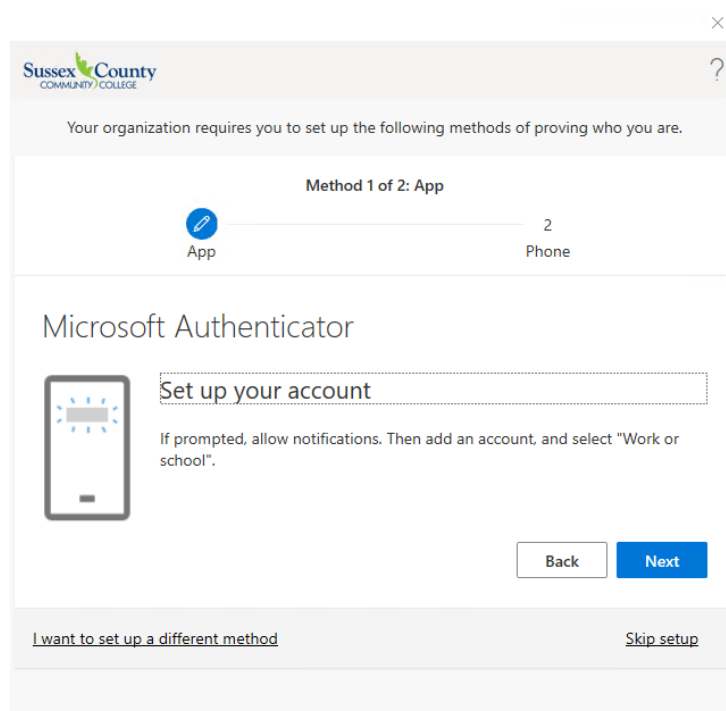
Default sign-in method: Phone - call

Phone +1

Email

Done

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

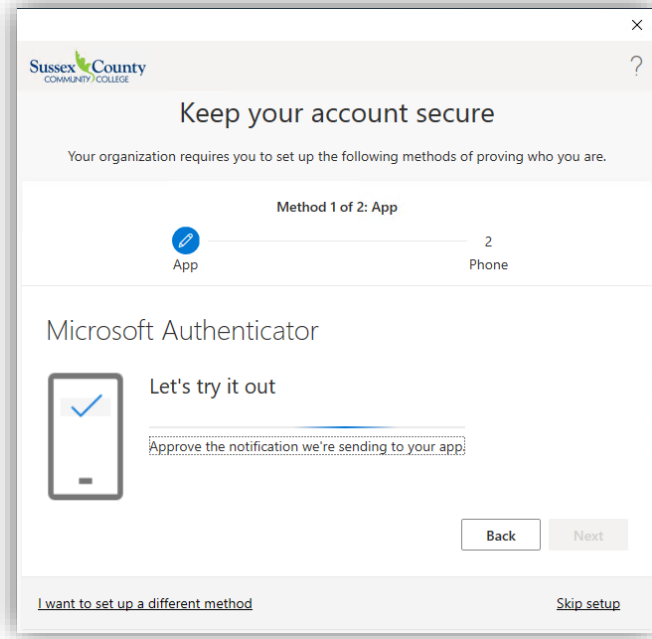


6. A QR code will appear on your computer screen.

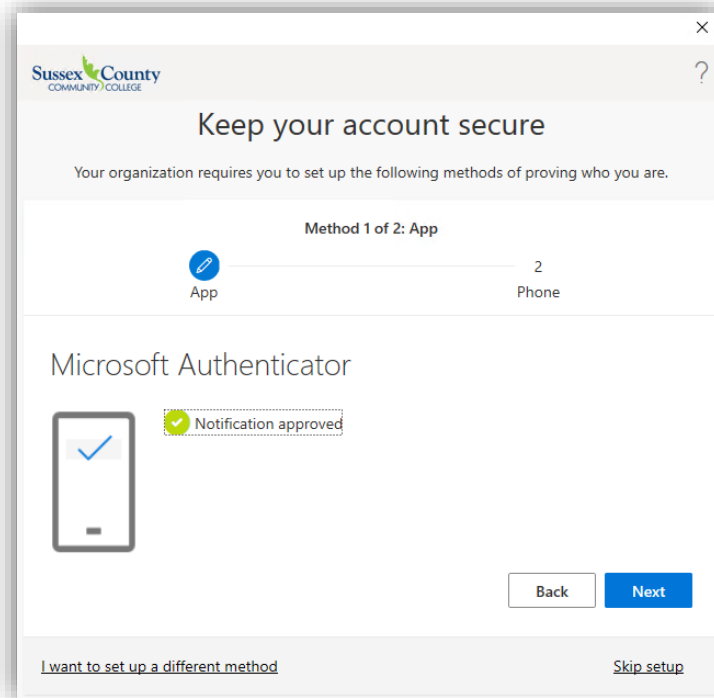


7. On your mobile device, launch the Authenticator app
 - a. Click the + to add an account
 - b. Click on Work or School Account
 - c. Scan the QR code
8. Click **Next** on your computer

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



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



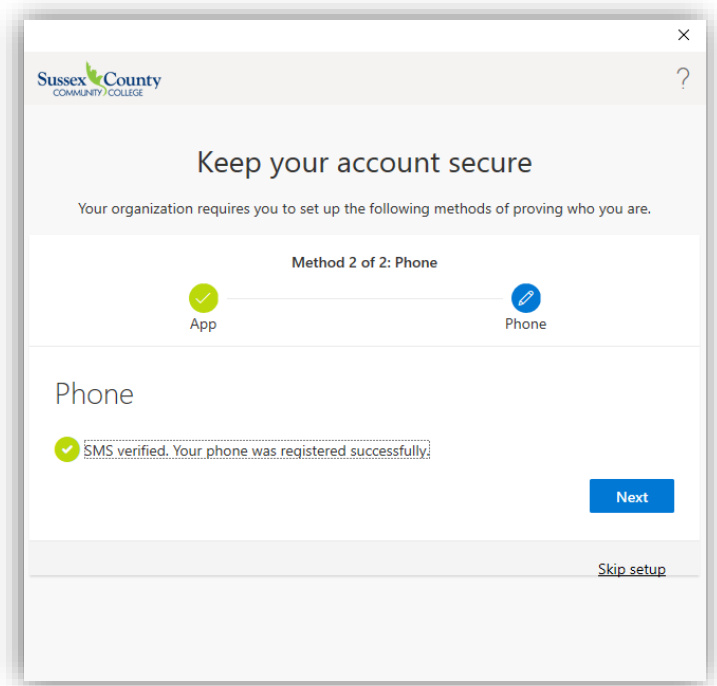
11. On the **Keep your account secure screen**, enter your mobile phone number to receive a text message for verification. You can also select the option to receive a call for verification.

The screenshot shows a web browser window with the title 'Sussex County COMMUNITY COLLEGE'. The main heading is 'Keep your account secure'. Below the heading, it says 'Your organization requires you to set up the following methods of proving who you are.' There are two options: 'App' (with a green checkmark) and 'Phone' (with a blue phone icon). The 'Phone' option is selected. Below this, the heading 'Phone' is followed by the text 'You can prove who you are by answering a call on your phone or texting a code to your phone.' A question 'What phone number would you like to use?' is followed by a dropdown menu showing 'United States (+1)' and a text input field labeled 'Enter phone number'. Below the input field are two radio buttons: 'Text me a code' (selected) and 'Call me'. At the bottom, there is a note: 'Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).'

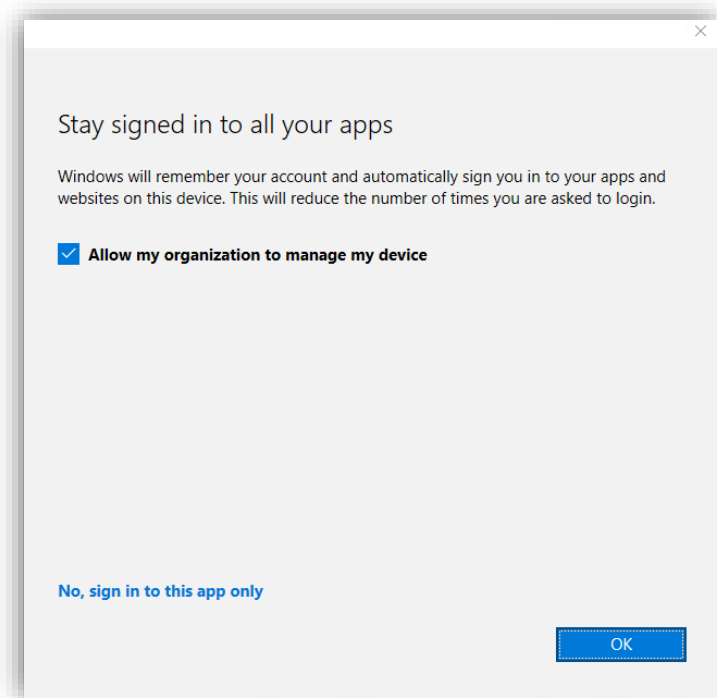
12. Click Next once you enter your code

The screenshot shows the same web browser window as the previous one. The heading 'Keep your account secure' is still present. The 'App' option now has a green checkmark, and the 'Phone' option has a blue phone icon. Below this, the heading 'Phone' is followed by the text 'We just sent a 6 digit code to' and 'Enter the code below.' The text '545555' is entered in the input field. Below the input field is a link 'Resend code'. At the bottom right, there are two buttons: 'Back' and 'Next'. At the bottom left, there is a link 'I want to set up a different method' and at the bottom right, a link 'Skip setup'.

13. Click **Next** and click **Done**



14. If the following window appears, when setting up an Outlook client, make sure **Allow my organization to manage my device** and click **OK**



15. Your email account should now open.

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 \(microsoft.com\)](#)