

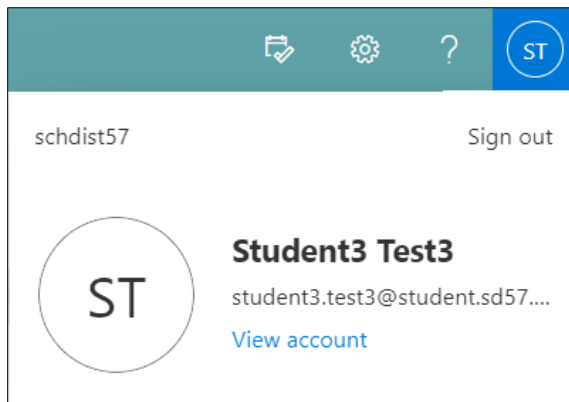
Microsoft 365 Student: Account Authentication

Note: If you do not want to authenticate when Office 365 prompts you to, click **Skip setup** and you can come back to it later. You will still be able to use your account in the meantime.

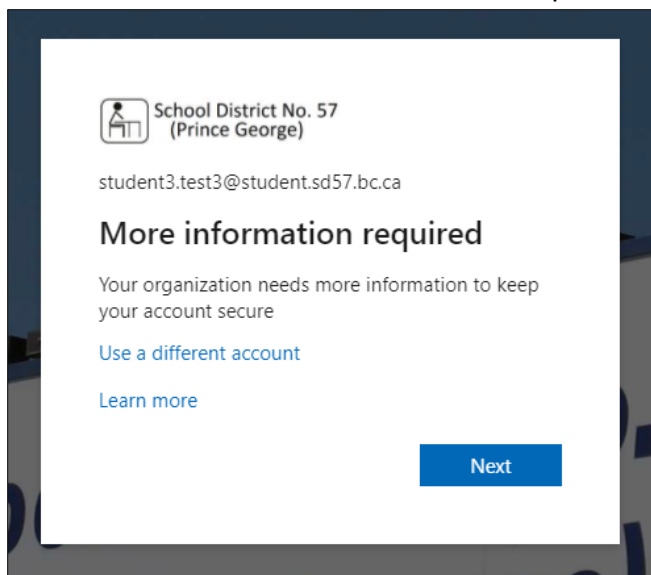


Office 365: Authentication

1. Sign in to Office 365. If you are prompted to authenticate here, go to step 4.
2. Click on the icon with your initials (top right corner).

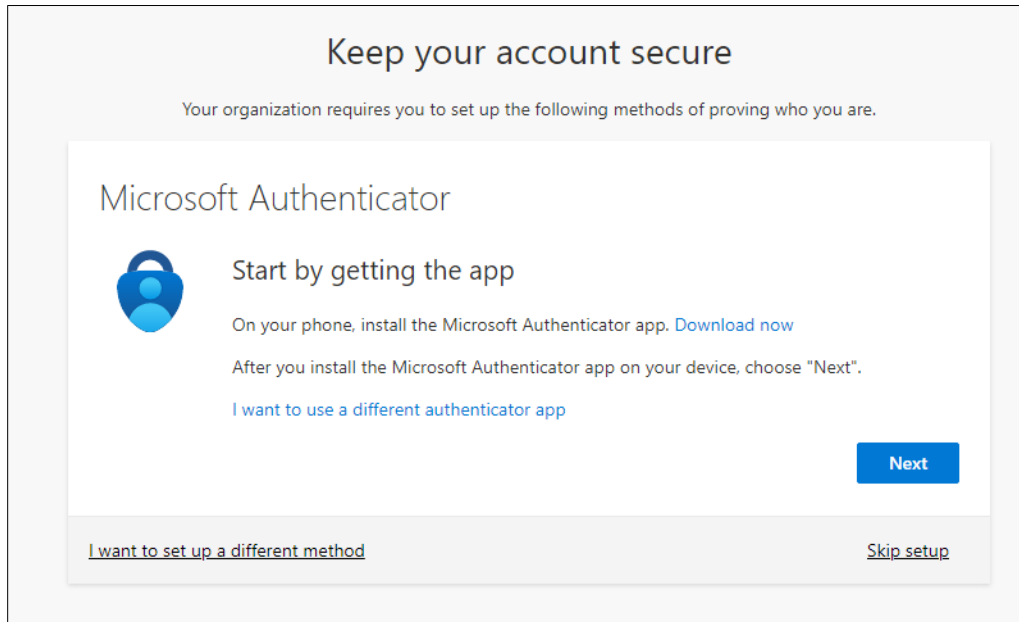


3. Click **View account**.
4. A box with 'More information required' will appear.

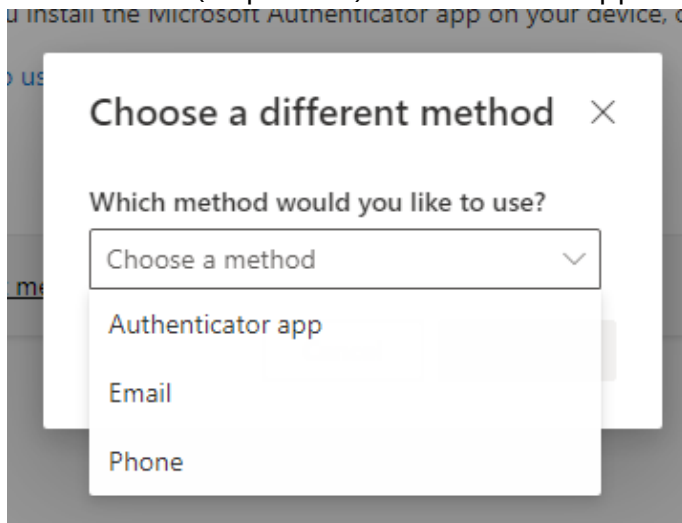


5. Click **Next**.

6. A box with 'Keep your account secure' will pop up. We do NOT want to use the Microsoft Authenticator.



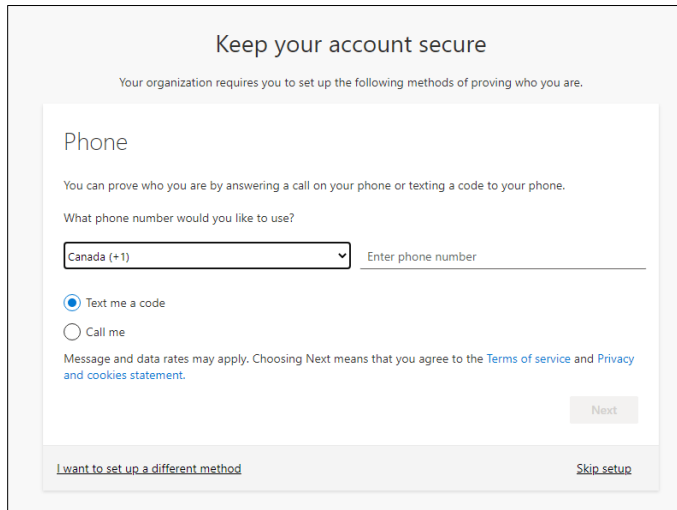
7. Click **I want to set up a different method**.
8. You will see a popup with a dropdown menu. You can choose **Email** (step 9) or **Phone** (step 10-12). Authenticator app does not work for student accounts.



9. If you choose Email: Click **Confirm**. On the next screen, enter the email address and click **Next**. Microsoft will email a 6-digit code to that address. The email code will time out quickly so make sure you can access that email address right away to retrieve it.

Note: Elementary students setting up their accounts in class may be directed to use their school activation Gmail addresses, if instructed by their teacher.

10. If you choose Phone: Click **Confirm**. On the next screen, change the country code to **Canada (+1)** on the dropdown menu.




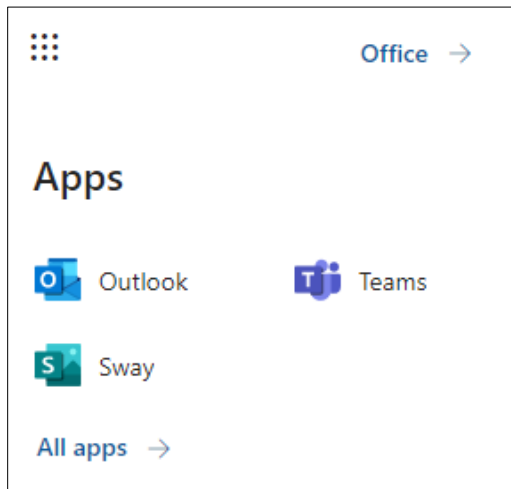
The screenshot shows a web interface titled "Keep your account secure". Below the title, it says "Your organization requires you to set up the following methods of proving who you are." The main section is titled "Phone" and contains the text "You can prove who you are by answering a call on your phone or texting a code to your phone." Below this, it asks "What phone number would you like to use?". There is a dropdown menu currently set to "Canada (+1)" and a text input field labeled "Enter phone number". There are two radio buttons: "Text me a code" (which is selected) and "Call me". Below the radio buttons, 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](#)." At the bottom right of the form is a "Next" button. 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".

11. Enter the cell phone number. Choose either 'Text me a code' or 'Call me'. Click **Next**.

12. If you chose text, Microsoft will text you a code to enter in the box and click **Next**. If you chose call, answer the phone and hit the # key twice.

13. You will get a confirmation when the authentication method is successful. Click **Next**.

14. To get back to your homepage from the My Account page, click the waffle icon on the top left () and click **Office** ->



For more step-by-step guides for Office 365, please go to:
<https://www.sd57curriculumhub.com/office-365>