On a computer, open a web browser and navigate to portal.office.com.

## STEP 2

Enter your USF email address.

| Microsoft   |
|---|
| Sign in<br>@stfrancis.edu                             |
| No account? Create one!<br>Can't access your account? |
| Next  |
|   |

Created with Tango

## Click "Next"

| @stfrancis.edu  |      |   |  |
|-----------------|------|---|--|
| :? Create one!  |      |   |  |
| s your account? |      |   |  |
|                 | Next |   |  |
|                 |      | _ |  |
|                 |      |   |  |

## STEP 4

# Enter your USF password.

| Enter password   |                    |  |
|--|--------------------|--|
| Enter password<br>•••••••••••••••••••••••••••••••••••• | ← @stfrancis.edu   |  |
| Forgot my password                                     | Enter password     |  |
| Forgot my password                                     | •••••              |  |
|  | Forgot my password |  |



Click "Sign in"

| Microsoft          |
|--------------------|
| ← @stfrancis.edu   |
| Enter password     |
| •••••              |
| Forgot my password |
| Sign in            |
|                    |

## STEP 6

# Click on your initials / profile picture

|                                | ٢         | 5         | ŵ      | ? | MM |
|--------------------------------|-----------|-----------|--------|---|----|
| ith a new URL m365.cloud.micrc | osoft. En | joy the s | same   | × | •  |
|                                |           |           |        |   |    |
|                                |           |           |        |   |    |
|                                | Inst      | all and   | more ~ |   |    |
|                                |           |           |        |   |    |



## Click "View account"



#### STEP 8

## Click "Security info"





# Click "Add sign-in method"

| urity info     | These are the methods you use to sign into your accou  |
|----------------|--|
| ices           | You're using the most advisable sign-in method whe<br>Sign-in method when most advisable is unavailable: Microsoft Authenticator - |
| sword          | + Add sign-in method   |
| anizations     | S Office phone   |
| ings & Privacy | Password (i) Last u<br>5 day   |
| ent activity   |  |

### STEP 10

## **Click "Microsoft Authenticator"**

| Security                               | info  |       |    |
|--|---|-------|----|
| You're using the                       | Add a sign-in method  | ×     |    |
| Sign-in method when m<br>+ Add sign-in | Microsoft Authenticator<br>Approve sign-in requests or use one-time codes |       |    |
| S Office pho                           | Hardware token   Sign in with a code from a hardware token                | nange | De |
| ••• Password                           | O Phone   | nange |    |



Follow the steps outlined in the Microsoft MFA Setup Guide (techsupport.stfrancis.edu/microsoft-mfa-setup-guide) to set up multi-factor authentication on your new device.

Created with Tango