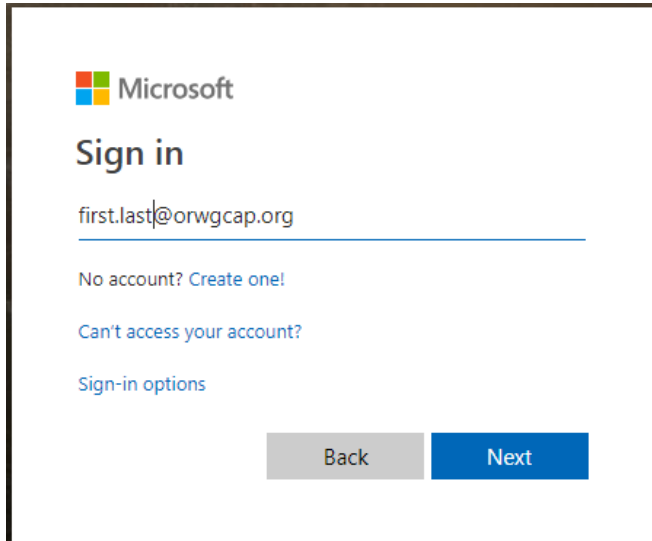


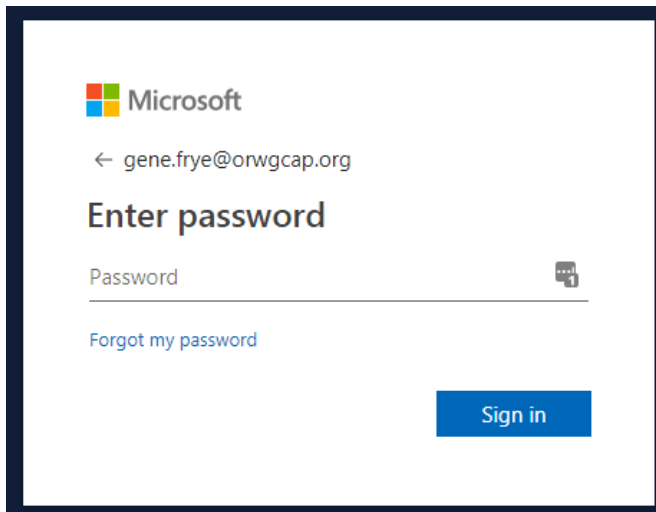
How to sign into your new account.

1. Go to the Office 365 sign-in Page. <https://www.office.com/> and click on the “Sign in” button.
2. Enter your new Oregon Wing e-mail address. Your address will be your first name, a period and your last name @ orwgcap.org. (Example below)



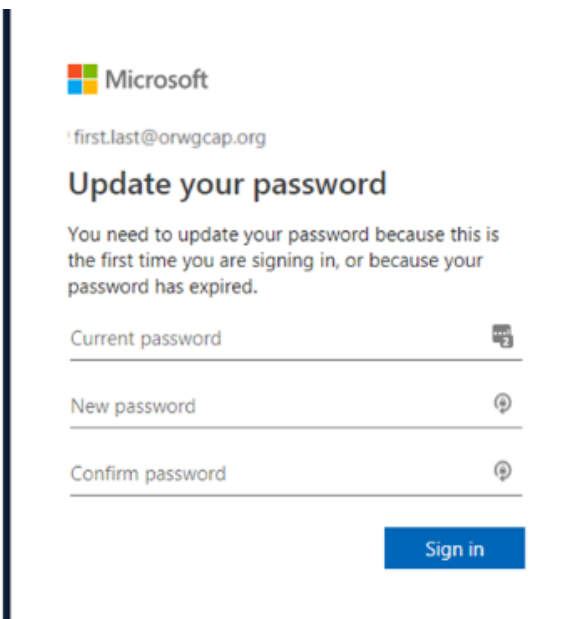
The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "first.last@orwgcap.org". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom are two buttons: "Back" (grey) and "Next" (blue).

3. Next, enter the password provided in the introductory e-mail.



The screenshot shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it is a back arrow and the email address "gene.frye@orwgcap.org". The main heading is "Enter password". Below it is a password input field with a "Password" label and a visibility icon (an eye with a slash). Below the input field is a link "Forgot my password". At the bottom right is a blue "Sign in" button.

4. After entering your password, you will need to change the password. Enter the password you used in the previous step on the first line and a new password of your choice on both the second and third line.





Microsoft


first.last@orwgcap.org

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

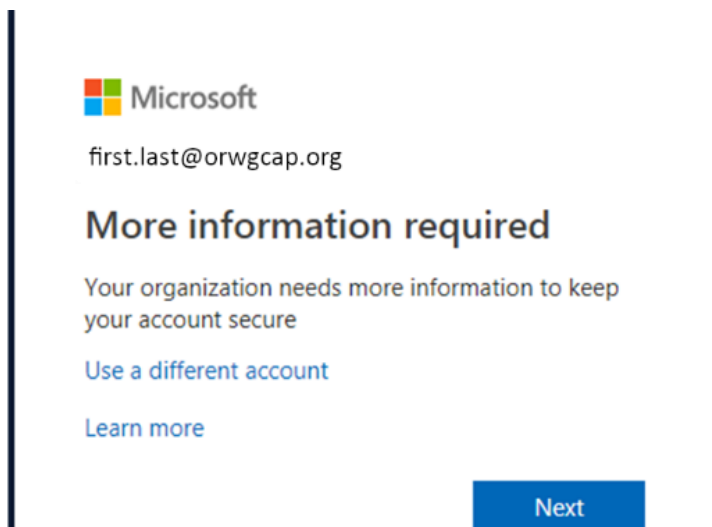
Current password 

New password 

Confirm password 

Sign in

5. Next, you will see a message stating more information is required. Click "Next".



Microsoft

first.last@orwgcap.org

More information required

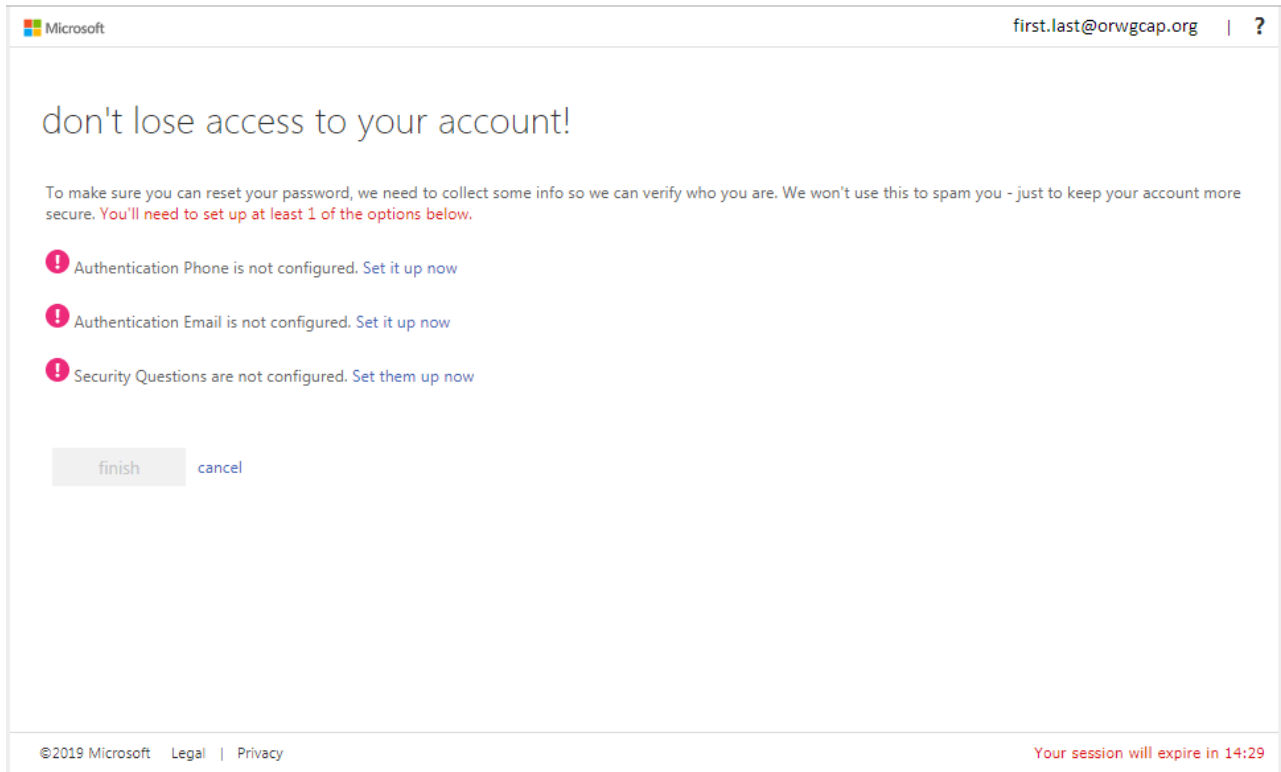
Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

6. Next, set up your account so you can reset your password if needed. You MUST set up at least one of the three options listed.
 - a. To set up a cell phone go to step 7.
 - b. To set up an e-mail address go to step 8.
 - c. To set up security questions go to step 9.



The screenshot shows a Microsoft account setup page. At the top left is the Microsoft logo, and at the top right is the email address 'first.last@orwgcap.org' with a help icon. The main heading is 'don't lose access to your account!'. Below this is a paragraph: 'To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.' There are three red warning icons, each followed by a message: 'Authentication Phone is not configured. Set it up now', 'Authentication Email is not configured. Set it up now', and 'Security Questions are not configured. Set them up now'. At the bottom left are two buttons: 'finish' (highlighted) and 'cancel'. At the bottom left of the page is the copyright notice '©2019 Microsoft Legal | Privacy', and at the bottom right is a red warning: 'Your session will expire in 14:29'.

- d. Once you have completed at least one method, select the “Finish” button, and proceed to step 10. will light up.

7. Steps to set up a cell phone for password recover.
 - a. Select the country or region. (Usually +1 United stated)
 - b. Enter your cell phone number.
 - c. Once entered the “Call Me” and “text Me” buttons will become selectable. Choose one.
 - d. Use the code sent to your phone to fill in the validation field.
 - e. Once complete use the “Back” button.

The screenshot shows a Microsoft account verification page. At the top left is the Microsoft logo, and at the top right is the email address 'first.last@orwgcap.org' followed by a help icon. The main heading is 'don't lose access to your account!'. Below this is the instruction 'Please verify your authentication phone number below.' The form is titled 'Authentication phone' and contains two input fields: a dropdown menu for 'Select your country or region' and a text input for 'Enter your authentication phone number'. Below these fields are two buttons: 'text me' and 'call me'. A blue 'back' button is located below the other buttons. At the bottom left, there is a footer with '©2019 Microsoft Legal | Privacy'. At the bottom right, there is a red warning: 'Your session will expire in 14:46'.

Microsoft first.last@orwgcap.org | ?

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Select your country or region

Enter your authentication phone number

text me call me

back

©2019 Microsoft Legal | Privacy Your session will expire in 14:46

8. Steps to set up an e-mail address

- a. Enter your alternate e-mail address. (Cannot be your @orwgcap.org address)
- b. Click the “email me” button.
- c. Use the code you received to fill in the now visible field.
- d. Click “Validate”.
- e. Use the “back” button and go back to step 6 or on to step 10.

Microsoft first.last@orwgcap.org | ?

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

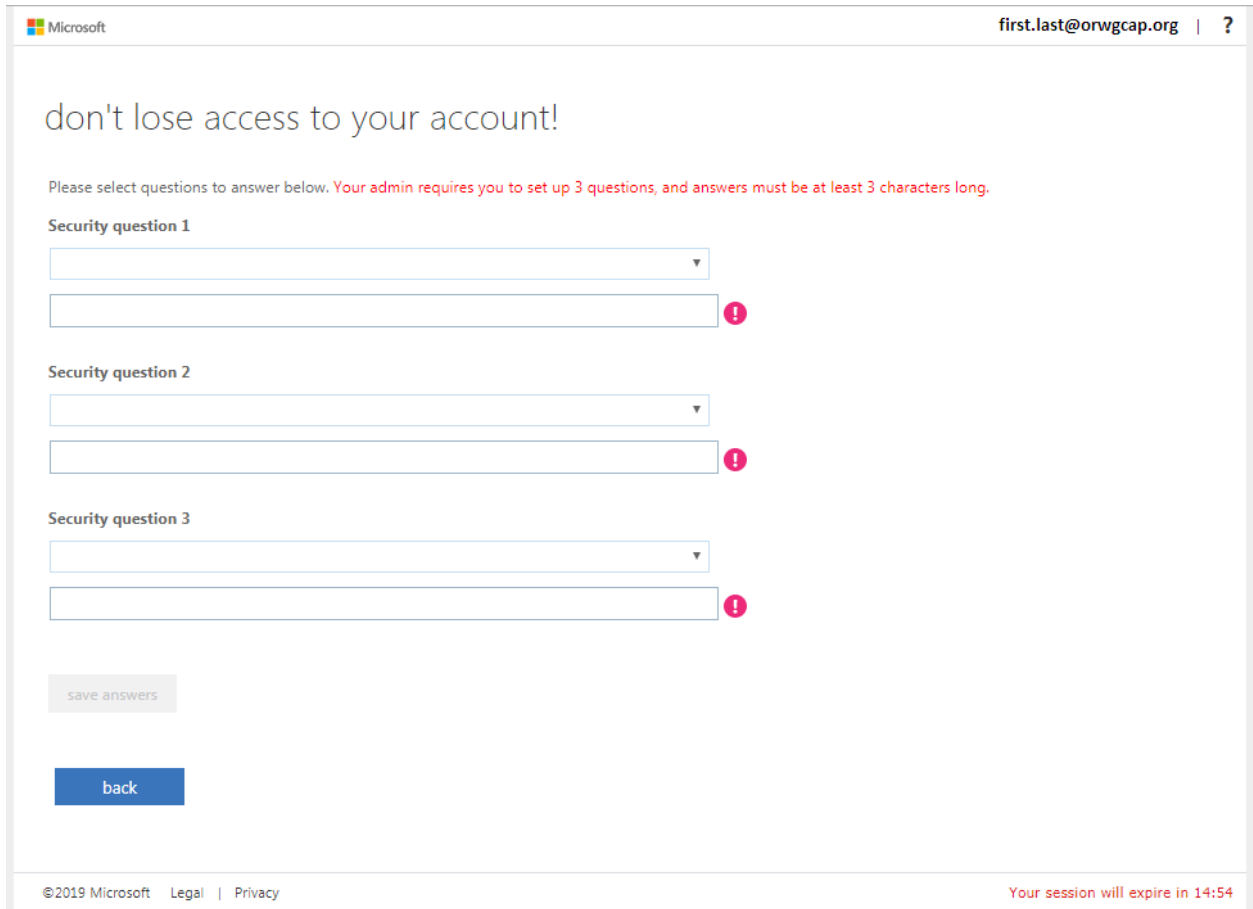
Authentication Email

[email me](#)

[back](#)

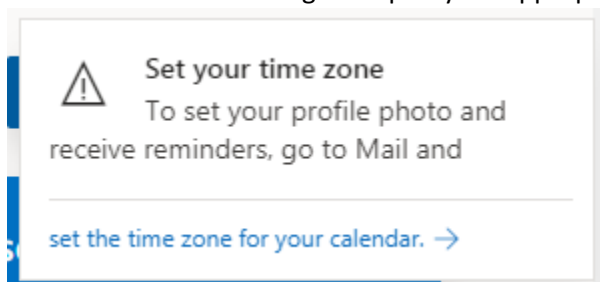
©2019 Microsoft [Legal](#) | [Privacy](#) Your session will expire in 14:40

9. Steps to set up security questions.
 - a. Select a security question from the list provided.
 - b. Answer the question.
 - c. Once you have completed three security question, press the “back” button.
 - d. Go to step 6 if you want to set up an additional method or on to step 10 if you are finished.



The screenshot shows a Microsoft account setup page titled "don't lose access to your account!". It instructs the user to select three security questions. Each question is represented by a dropdown menu and a text input field. The first question is labeled "Security question 1", the second "Security question 2", and the third "Security question 3". Each text input field has a red exclamation mark icon to its right, indicating a validation error. Below the questions are two buttons: "save answers" (disabled) and "back". The footer contains copyright information for 2019 Microsoft, links for "Legal" and "Privacy", and a session expiration notice: "Your session will expire in 14:54".

10. Once you click “finished” you will see a message that your session has timed out and you must log in again. Use your new password created in step 4 to log in.
11. After logging in you will see a message stating you must set your time zone. Select the link at the bottom of the message and pick your appropriate time zone.



12. You are done and should be able start using Outlook, enjoy!