

Setting up your Office 365 and Email Account for the First Time

An email will be sent to your personal email address that is on file at your school. The email will contain your MS Office 365 account and a temporary password. This will also be your new school email account. Your account will look something like “firstname.lastname@my.school.edu”.

User name: TESTMB3@fortiscollege0.onmicrosoft.com
Temporary password: **gdr8!!eR**

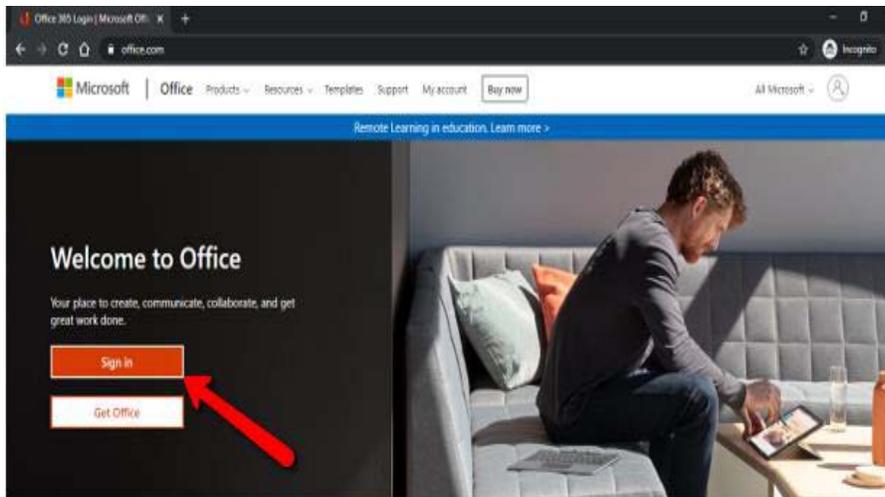
[Here's](#) what to do next:

Once you've signed in with your temporary password, you can create your own by following the instructions on the sign in page.

[Sign in to Office 365](#)

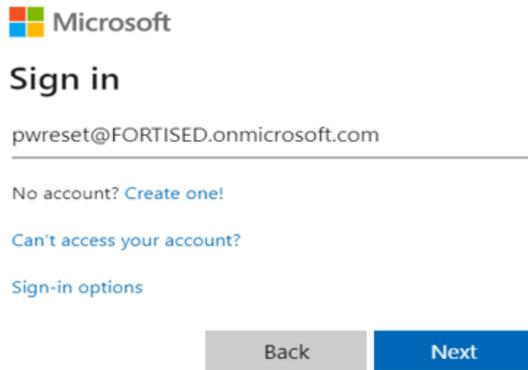
Setting up Microsoft Office 365 Accounts to access Microsoft programs

1. Select the link in the email or type www.office.com into your web browser.



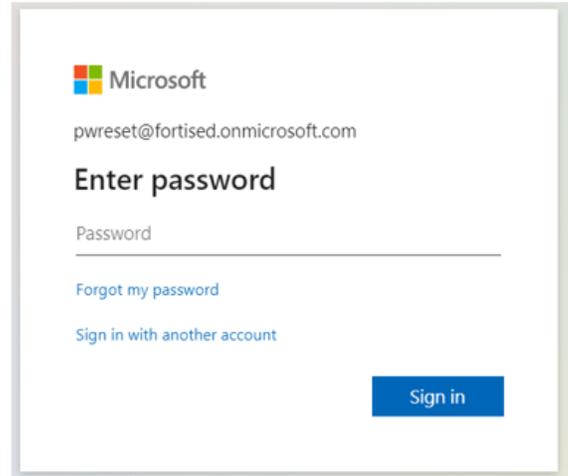
2. Click on Sign In

Step 3. Log in with your new Microsoft username, then click next



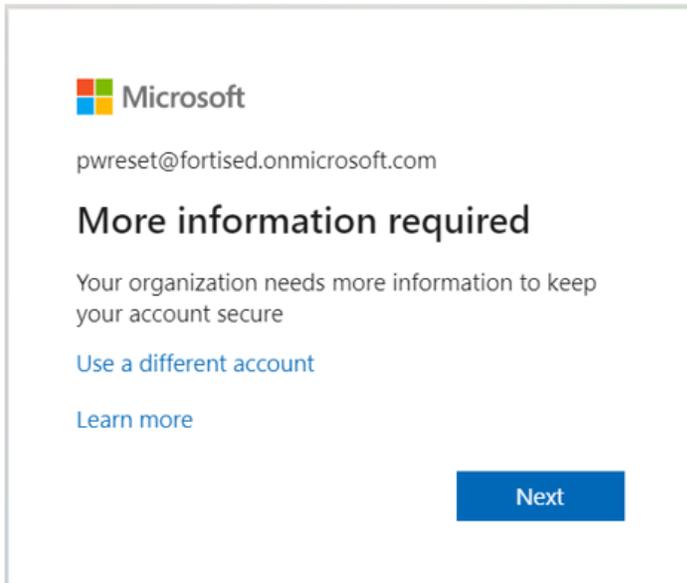
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. The email address "pwreset@FORTISED.onmicrosoft.com" is entered in a text field. Below the text field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom of the page are two buttons: a grey "Back" button and a blue "Next" button.

Step 4. Sign in with your temporary password, then click "Sign in".



The screenshot shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it, the email address "pwreset@fortised.onmicrosoft.com" is displayed. The heading "Enter password" is centered. Below the heading is a "Password" text field. Underneath the text field are two links: "Forgot my password" and "Sign in with another account". At the bottom right of the page is a blue "Sign in" button.

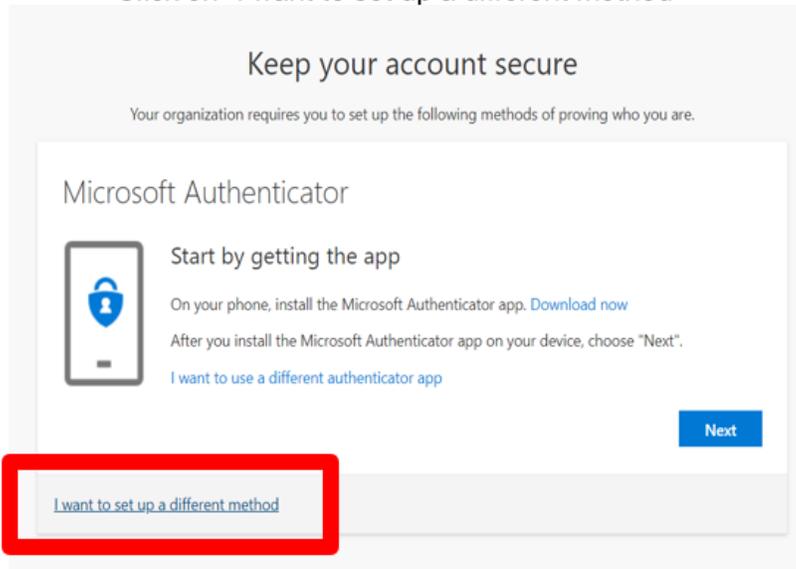
Step 5. You will be prompted for more information to establish your account. This is a one-time step. Click "Next"



The screenshot shows the Microsoft "More information required" page. At the top left is the Microsoft logo. Below it, the email address "pwreset@fortised.onmicrosoft.com" is displayed. The heading "More information required" is centered. Below the heading is the text "Your organization needs more information to keep your account secure". Underneath this text are two links: "Use a different account" and "Learn more". At the bottom right of the page is a blue "Next" button.

Step 6. For security purposes, you will be asked to create a Two (2) Factor Authentication to enhance your data security and access.

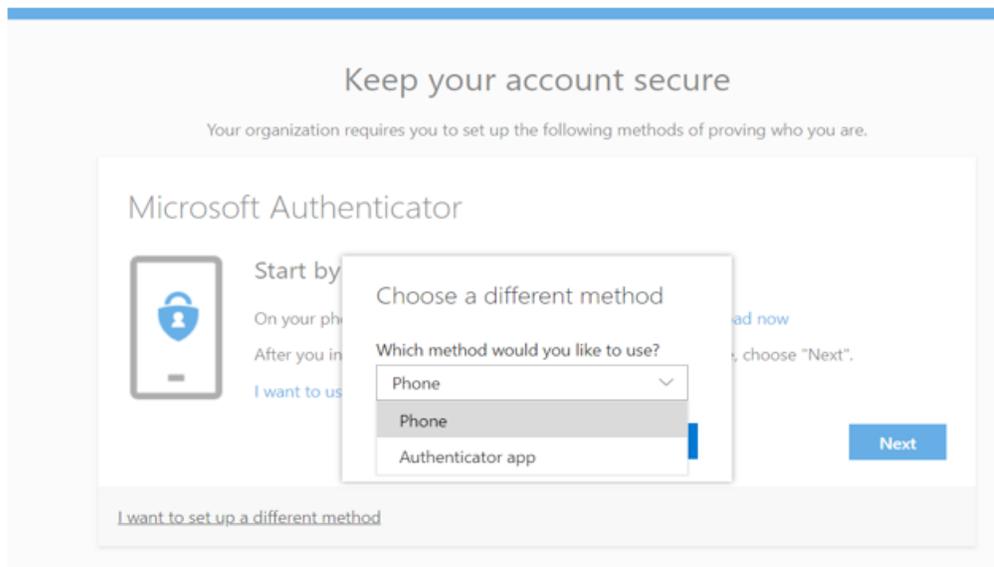
Click on "I want to set up a different method"



Note: You can also use the Microsoft Authenticator App by clicking "Download Now" and clicking "next"

Step 7. Choose "Phone" as your Method

Then click "Next"



Note: You can also use the Microsoft Authenticator App by clicking "Download Now" and clicking "next"

Step 8. Enter Your Cell Phone Number

Click "Next", a text will be sent

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code

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](#)

Step 9. Check Cell Phone for a Text Message, with an Access Code.

Enter the Access Code and select "Next".

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1403-123-4567. Enter the code below.

123456

[Resend code](#)

Back Next

[I want to set up a different method](#)

Step 10. Congratulations, Your Account is Secure.

Click "Done"

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method: Phone - text

 Phone

Done

Step 11. You will need to set a new password.

Step 12. You will be directed toward your Office365 Dashboard as shown below.

