

Outi	OOK
Microsoft	
Sign in	
ExampleUser@captechu.ed	u
No account? Create one!	
Can't access your account?	
	Next
ିର୍ଦ୍ଦ୍ର Sign-in options	

← exampleuser@captechu.edu



To reset a forgotten password or change your password, please navigate to https://account.captechu.edu instead of clicking on the 'Forgot my password' link.

Sign in

- Navigate to <u>https://outlook.office.com/</u>
- Enter your email/network credentials



If you have not set up multi-factor authentication (MFA), you will see this screen below after clicking Sign in.

	Outlook
Micros	oft
exampleuser	@captechu.edu
More in	formation required
Your organiz your accoun	ation needs more information to keep t secure
Use a differe	nt account
Learn more	
	Next
To reset a for password, pl https://accou the 'Forgot r	rgotten password or change your ease navigate to unt.captechu.edu instead of clicking on ny password' link.

 Click next and you will see the Additional security verification screen.

Select the method you would like to use to receive your MFA code. Capitol Technology's IT Department recommends the Microsoft Authenticator mobile app for authentication, but you may also choose the authentication phone method to receive a code via text or call verification. Screenshots of each method are included. Follow the instructions on the screen to complete the setup.

4 Mobile app setup (recommended option):

- Select "Mobile app" from the dropdown list.
- Select "Receive notifications for verification."
- Select "Set up" to configure the mobile app and you will be taken to Configure mobile app screen with instructions.
- Download the Microsoft Authenticator app for your mobile device if you haven't already. Then scan the QR code on your screen.



Step 1: How should we contact you?

Mobile app	~		
How do you want	to use the mobile ap	p?	
 Receive notific 	ations for verificatio	n	
 Use verificatio 	n code		
To use these verificat	ion methods, you m	ust set up the Micr	osoft Authenticator app
Set up	Please configure the	e mobile app.	

Next

Configure mobile app

Complete the following steps to configure your mobile app.

- 1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
- 2. In the app, add an account and choose "Work or school account".
- 3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.



If the app displays a six-digit code, choose "Next".

Next cancel



4 Authentication phone setup (alternative option):

- Select Authentication phone from the drop-down list
- Select your country and enter your phone number
- Choose text or call as method to receive code
- Click next

Microsoft	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know how to secure your account	
Step 1: How should we contact you?	
Authentication phone	
Select your country or region 🗸	
Method	
O Send me a code by text message	
Call me	
Next	
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.	
©2023 Microsoft Legal Privacy	

• You will receive a verification code based on the method you choose. For text, enter the code received into the field pictured in the screenshot below.

Hicrosoft			
Additional security verification			
Secure your account by adding phone verification to your password. View video to know how to secure your account			
Step 2: We've sent a text message to your phone at +			
When you receive the verification code, enter it here			
	Cancel	Verify	
Page 4 of 4			