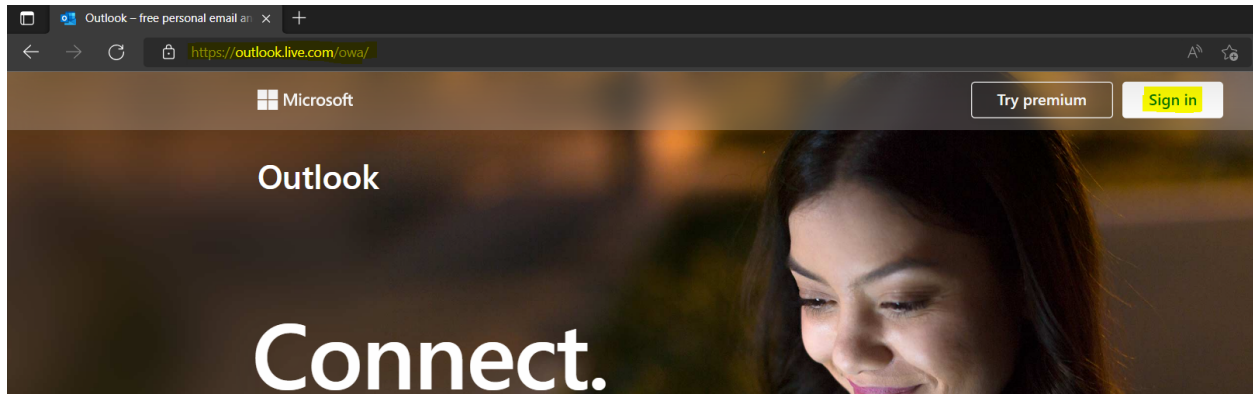


Date: July 28, 2022

Primary Contributor: Kyra Cox-Everhart

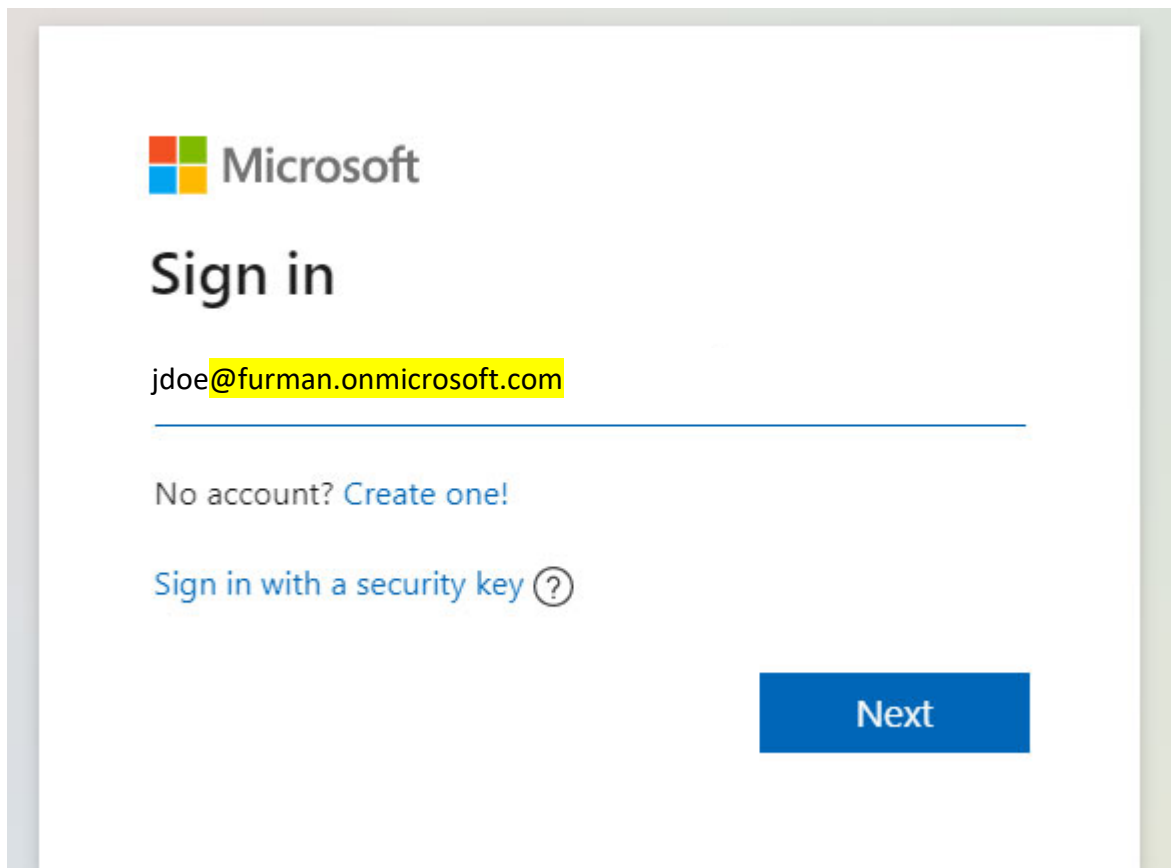
Everyday Login Instructions

1. Open a web browser to this URL: <https://outlook.com> - > Sign In

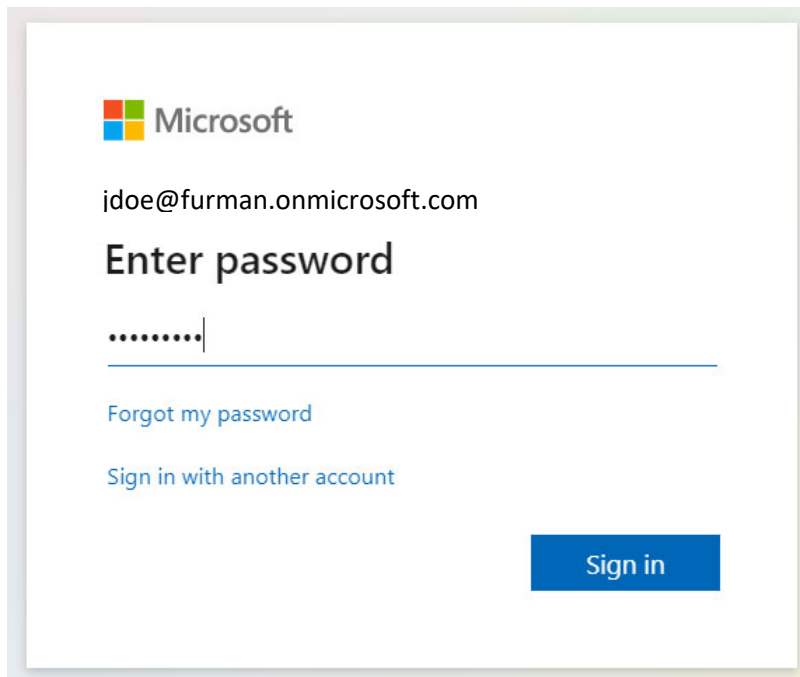


2. Enter your full username as it appears in the email you received.

Your username contains @furman.onmicrosoft.com.

A screenshot of the Microsoft 'Sign in' page. It features the Microsoft logo and the text 'Sign in'. Below this, the username 'jdoe@furman.onmicrosoft.com' is entered into a text field. Underneath the text field is a link that says 'No account? Create one!'. At the bottom left, there is a link that says 'Sign in with a security key' followed by a question mark icon. A large blue 'Next' button is positioned at the bottom right of the form.

3. Enter the password you set on initial login.



Microsoft

jdoe@furman.onmicrosoft.com

Enter password

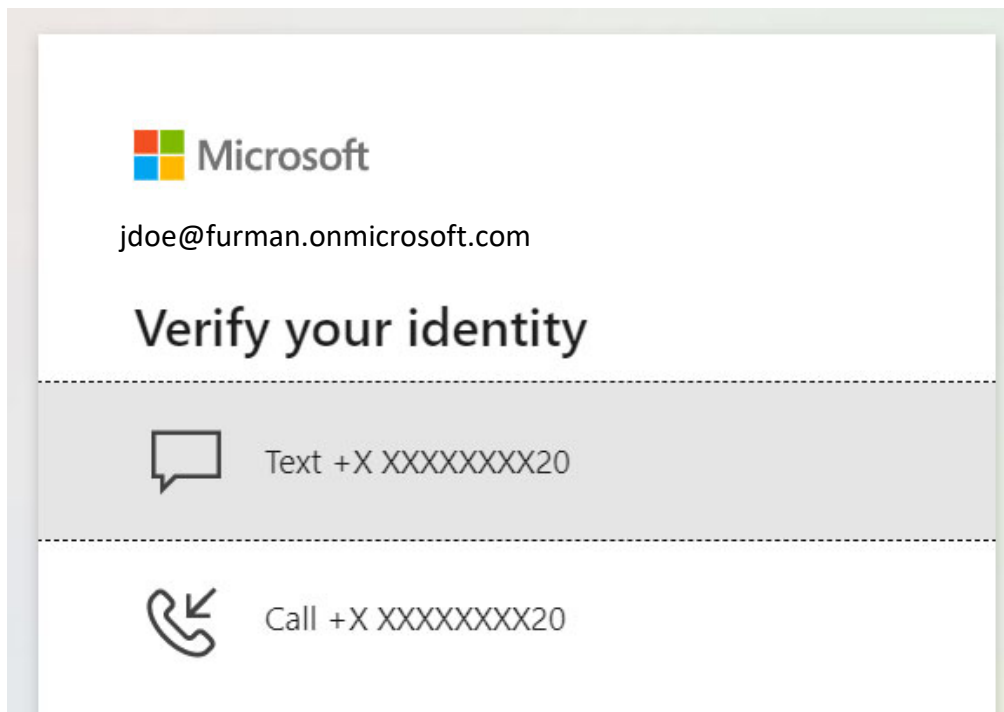
.....|

[Forgot my password](#)

[Sign in with another account](#)

Sign in


4. Verify your login with either a text or phone call.




Microsoft

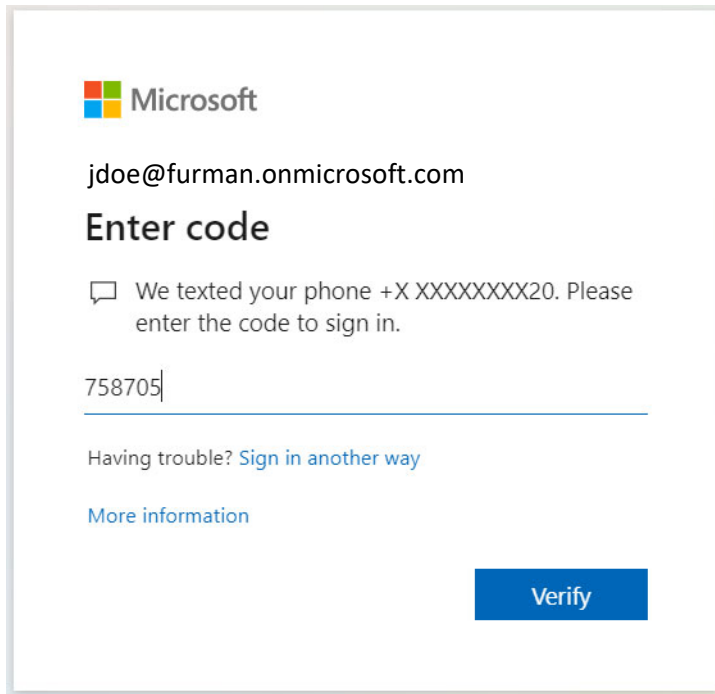
jdoe@furman.onmicrosoft.com

Verify your identity

 Text +X XXXXXXXXX20

 Call +X XXXXXXXXX20

5. Enter the login code you received.



The image shows a Microsoft login interface. At the top is the Microsoft logo. Below it is the email address 'jdoe@furman.onmicrosoft.com'. The main heading is 'Enter code'. A message states: 'We texted your phone +X XXXXXXXX20. Please enter the code to sign in.' Below this is a text input field containing the code '758705'. Under the input field are two links: 'Having trouble? Sign in another way' and 'More information'. At the bottom right is a blue 'Verify' button.

Microsoft

jdoe@furman.onmicrosoft.com

Enter code

📄 We texted your phone +X XXXXXXXX20. Please enter the code to sign in.

758705

Having trouble? [Sign in another way](#)

[More information](#)

Verify

6. Once you verify the code, your email will load.