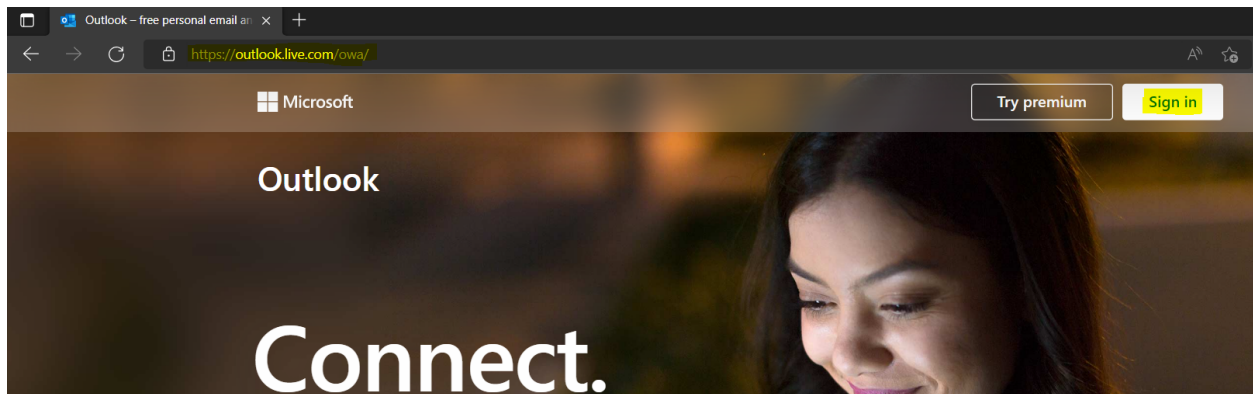


Date: July 28, 2022

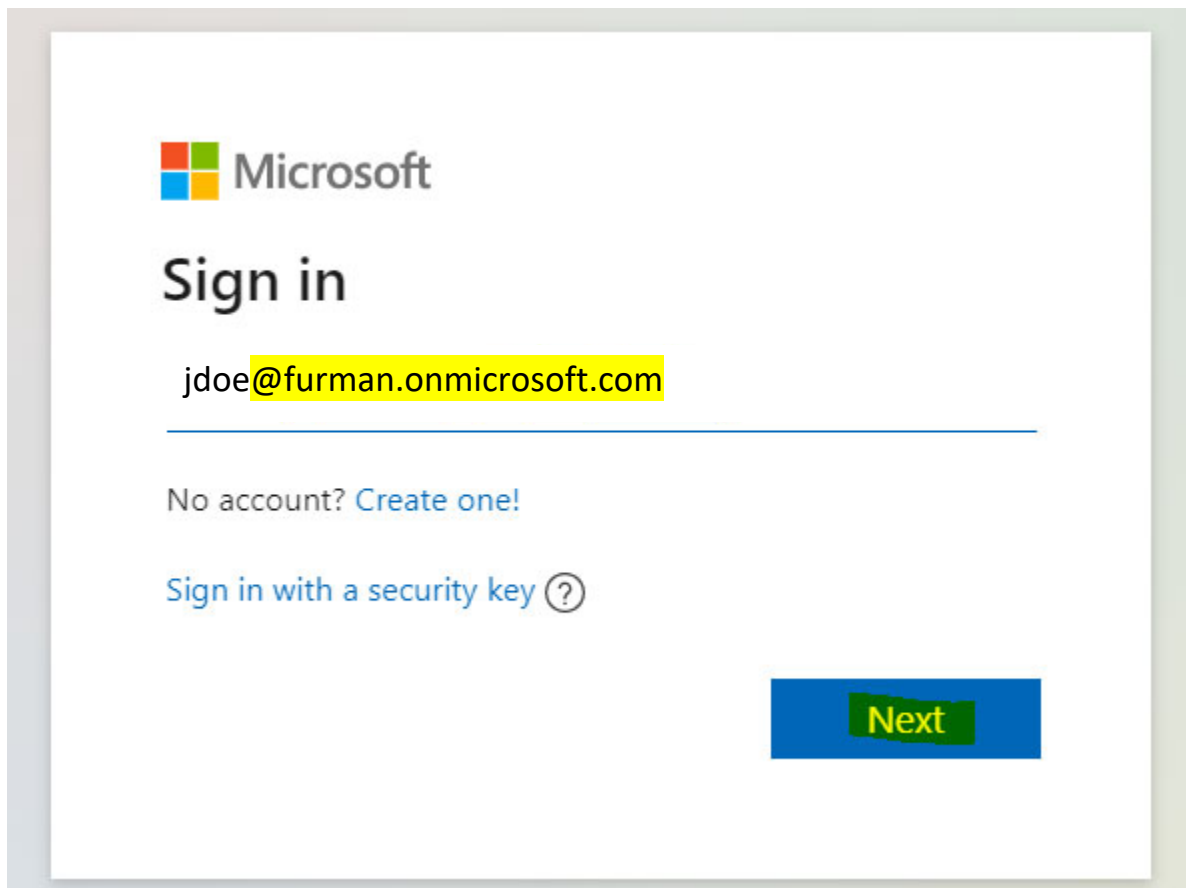
Primary Contributor: Kyra Cox-Everhart

Initial Login Instructions

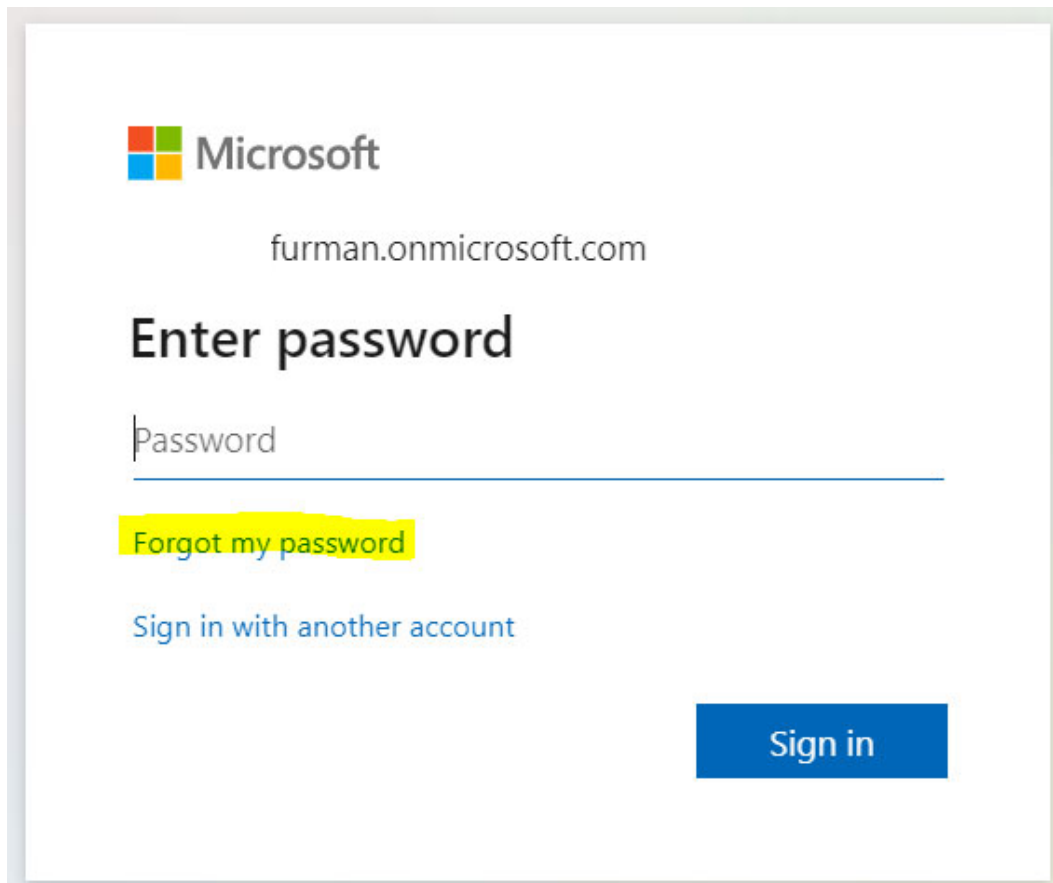
1. Open a web browser to this URL: <https://outlook.com> -> Sign In



2. Enter your username as it appears in the email you received. -> Next.
Your username will contain [@furman.onmicrosoft.com](#).



3. Choose "Forgot my password"



The image shows a Microsoft login page for the domain furman.onmicrosoft.com. At the top is the Microsoft logo. Below it, the domain name is displayed. The main heading is "Enter password". There is a password input field with the placeholder text "Password". Below the input field, the link "Forgot my password" is highlighted in yellow. Below that is the link "Sign in with another account". At the bottom right is a blue "Sign in" button.

4. Enter the captcha -> Next

Get back into your account

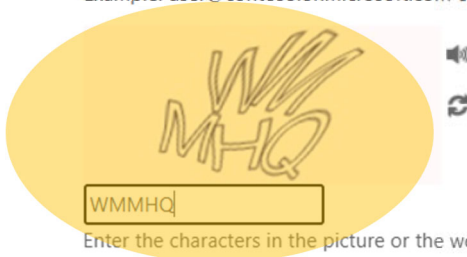
Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

jdoe@furman.onmicrosoft.com

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. *

Next

Cancel

5. You will be given two verification options. You can choose either the alternate email address or mobile phone number. Both pieces of information were provided by you when you signed up for the Furman Alumni email service.

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

<input checked="" type="radio"/> Email my alternate email	You will receive an email containing a verification code at your alternate email address
<input type="radio"/> Text my mobile phone	
<input type="radio"/> Call my mobile phone	
<div>Email</div>	

6. Choose your new password -> Finish

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

Password strength

* Confirm new password:

Finish

Cancel

A strong password is required. Strong passwords are 8 to 256 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

7. To sign in "click here"

Microsoft

Get back into your account




Your password has been reset

To sign in with your new password [click here.](#)

8. Now that you have your password reset, you can login to your account.

Outlook



Microsoft

← jdoe@furman.onmicrosoft.com

Enter password


.....|

[Forgot my password](#)

Sign in

9. The next screen is Microsoft multi-factor authentication (MFA). To login to your account, you will need to either be able to accept a text or phone call to your mobile device.


Outlook




Microsoft

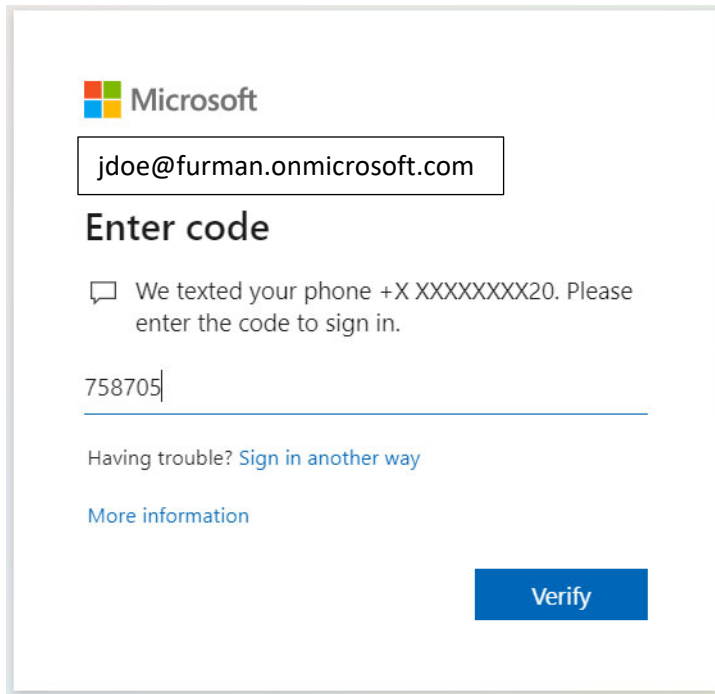
kcox82@furman.onmicrosoft.com

Verify your identity

 Text +X XXXXXXXXX20

 Call +X XXXXXXXXX20

10. Enter the code that you received in the previous step.

A screenshot of a Microsoft sign-in verification screen. At the top left is the Microsoft logo. Below it, the email address 'jdoe@furman.onmicrosoft.com' is displayed in a box. The heading 'Enter code' is centered. Below the heading, a message with a speech bubble icon says 'We texted your phone +X XXXXXXXX20. Please enter the code to sign in.' A text input field contains the code '758705'. Below the input field, there 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

11. Once you click “Verify” your email account will load.